

**COUNTY OF KALAMAZOO**  
**2012 BUDGET**

**Adopted October 18, 2011**

*This page intentionally left blank*

**2012 BUDGET**

**for**

**KALAMAZOO COUNTY**

**KALAMAZOO, MICHIGAN**

2011

BOARD OF COMMISSIONERS

CAROLYN ALFORD  
NASIM ANSARI  
ROBERT BARNARD  
DEB BUCHHOLTZ  
DAVID BUSKIRK  
JOHN GISLER  
JEFF HEPPLER  
BRANDT IDEN  
BRIAN JOHNSON  
DAVID MATUREN  
ANN NIEUWENHUIS  
TIM ROGOWSKI  
MICHAEL SEALS  
PHIL STINCHCOMB  
JOHN PATRICK TAYLOR  
JACK URBAN  
JOHN ZULL

COUNTY ADMINISTRATOR: PETER BATTANI

COUNTY FINANCE DIRECTOR: TRACIE L. MOORED

Prepared by:  
The Kalamazoo County Finance Department

*This page intentionally left blank*

# KALAMAZOO COUNTY BUDGET: 2012

## Table of Contents

|  |       |
|--|-------|
| <b>Memo to the Board of Commissioners<br/>And Citizens of Kalamazoo County</b> ..... | 14-15 |
| <b>Kalamazoo County Government<br/>Organizational Chart</b> .....                    | 17    |
| <b>Resolution to Levy</b> .....  | 19-20 |
| <b>Certificate of Compliance</b> .....   | 21    |
| <b>Budget Guidelines</b> .....   | 22-23 |
| Legal Requirements .....   | 22    |
| Budget Process .....   | 22-23 |
| <b>The Strategic Planning Process</b> .....  | 24    |
| <b>Summary Information</b> .....   | 25-26 |
| Revenues .....   | 25    |
| Expenditures.....  | 26    |
| Capital Expenditures and General<br>County Public Improvement Fund .....             | 26    |
| Strategy on Long-Term Financial Improvement.....                                     | 26    |
| <b>Budget Policies</b> .....   | 27-68 |
| <i>General Policies</i>  |       |
| General Fund: Law Enforcement/Other Ratio .....                                      | 29-30 |
| Millage Levies – Truth in Taxation .....   | 31-32 |
| Delinquent Tax Revolving Fund.....   | 33    |
| Tax Foreclosure Fund.....  | 34    |
| Alcohol Tax.....   | 35    |

## Table of Contents (continued)

### Revenue Policies

|  |    |
|--|----|
| Carryover .....                        | 36 |
| State Shared Revenue .....             | 37 |
| State Court Funding .....              | 38 |
| Jail Reimbursement.....                | 39 |
| Use of Budget Stabilization Fund.....  | 40 |
| Payment of Indirect Costs or Rent..... | 41 |
| Fees for Services.....                 | 42 |

### Compensation Expenditures Policies

|   |       |
|---|-------|
| Compensation .....                          | 43    |
| Salaries and Employee Benefits.....         | 44-46 |
| Employee Benefits Fund .....                | 47    |
| Retirement System .....                     | 48-49 |
| Other Post Employment Benefits (OPEB) ..... | 50    |

### Operating Expenditure Policies

|  |       |
|--|-------|
| Strategic Planning .....                                 | 51    |
| Economic Development .....                               | 52-53 |
| Drug Court Reserve.....                                  | 54    |
| Law Enforcement Contracting .....                        | 55    |
| Mileage, Meals & Incidental Expenses Reimbursement ..... | 56    |
| Parks Improvement Fund .....                             | 57    |
| At Large Drain Assessments.....                          | 58    |
| Employee Training & Memberships.....                     | 59    |
| Courthouse Security Reserve .....                        | 60    |

### Capital Expenditure Policies

|   |       |
|---|-------|
| General County Public Improvement Fund,<br>Facilities and Capital Expense ..... | 61-62 |
| Grant Application & Award.....  | 63    |
| Fund Balance.....   | 64    |
| Local Corrections Officers Training Fund.....                                   | 65    |
| Wireless Emergency Fund.....  | 66    |
| Drug Law Enforcement Fund .....   | 67    |
| Demolition Reserve .....  | 68    |

**Table of Contents (continued)**

**Operating, Capital, and Debt Funds .....69-105**

**General Fund .....70-75**

*Departmental Fund Sources.....70-71*

*Estimated Expenditures.....72-75*

Legislative .....72

Judicial.....72

General Services Administration .....73

Law Enforcement.....73

Public Works.....73

Health & Community Services .....74

Social Services .....74

Cultural .....74

Law Library.....74

Planning and Community Development .....75

Other .....75

*Other Funds .....76-105*

General Fund.....76

Employee Benefits Fund .....77-78

Law Enforcement Fund.....79

Budget Stabilization Fund .....80

Technology Fund .....81

Nazareth Facility Fund .....82

Revenue Sharing Reserve Fund.....83

Parks Fund .....84

Special Parks Fund .....85

Friend of the Court Fund .....86

Wireless Emergency Service Fund .....87

Health & Community Services/Health Fund .....88

Accommodation Tax Fund .....89

Register of Deeds Fund .....90

Local Corrections Officers Training Fund .....91

Law Library Fund .....92

Social Welfare Fund .....93

Child Care Fund .....94

Child Care-Department of Human Services Fund .....95

## Table of Contents (continued)

|  |     |
|--|-----|
| Veterans' Trust Fund .....                   | 96  |
| General County Public Improvement Fund ..... | 97  |
| Tax Foreclosure Fund .....                   | 98  |
| Airport Fund .....                           | 99  |
| Delinquent Tax Revolving Fund .....          | 100 |
| Central Stores Fund .....                    | 101 |
| Drain Equipment Revolving Fund .....         | 102 |
| Employees' Retirement System Fund .....      | 103 |
| Other Post-Employment Benefits Fund .....    | 104 |
| Drain Fund .....                             | 105 |

## Supplemental Information: Operating Funds.....107-323

### General Fund .....109-118

#### *Departmental Fund Sources*.....109-118

|   |         |
|---|---------|
| Circuit Court – Administration .....      | 109     |
| Circuit Court – Trial Division.....       | 109     |
| Circuit Court – Family Division .....     | 110     |
| District Court .....                      | 110     |
| Friend of the Court.....                  | 111     |
| Probate Court .....                       | 111     |
| Family Counseling Services.....           | 111     |
| Elections.....                            | 112     |
| County Clerk/Register of Deeds .....      | 112     |
| Office of Finance.....                    | 113     |
| Central Service Cost Recovery.....        | 113     |
| Prosecuting Attorney .....                | 114     |
| Treasurer .....                           | 114     |
| Drain Commissioner .....                  | 115     |
| Soil Erosion & Sedimentation Control..... | 115     |
| Sheriff .....                             | 115-116 |
| Animal Services & Enforcement.....        | 116-117 |
| Emergency Management .....                | 117     |
| Veterans Affairs .....                    | 117     |
| Medical Examiner .....                    | 117     |
| MSU Extension.....                        | 118     |
| Planning .....                            | 118     |

## Table of Contents (continued)

|   |         |
|---|---------|
| <i>Departmental Descriptions, Estimated Expenditures, &amp; Authorized Positions.....</i> | 119-234 |
| Board of Commissioners .....  | 119-120 |
| County Administration .....   | 121-122 |
| Legal Services.....   | 123-124 |
| Circuit Court – Administration .....  | 125-129 |
| Circuit Court – Trial Division.....   | 130-131 |
| Circuit Court – Family Division .....   | 132-133 |
| Eighth District Court.....  | 134-136 |
| Friend of the Court.....  | 137     |
| Jury Board.....   | 138     |
| Probate Court .....   | 139-142 |
| Adult Probation .....   | 143-144 |
| Elections.....  | 145-146 |
| County Clerk/Register of Deeds .....  | 147-150 |
| Resource Development.....   | 151     |
| Office of Finance.....  | 152-154 |
| Equalization .....  | 155-157 |
| Human Resources .....   | 158-160 |
| Information Systems .....   | 161-162 |
| Prosecuting Attorney .....  | 163-166 |
| Purchasing.....   | 167-168 |
| Treasurer .....   | 169-172 |
| Buildings & Grounds.....  | 173-176 |
| Utilities.....  | 177-178 |
| Security.....   | 179     |
| Drain Commissioner .....  | 180-181 |
| Soil Erosion & Sedimentation Control.....   | 182-183 |
| Sheriff - Administration/Support.....   | 184-186 |
| Sheriff – Jail .....  | 187-188 |
| Sheriff – Field Operations .....  | 189-190 |
| Animal Services & Enforcement.....  | 191-193 |
| Office of Emergency Management.....   | 194-196 |
| General County Public Improvements.....   | 197     |
| At Large Drains.....  | 198     |
| Health & Community Services - Administration.....   | 199-201 |
| Veterans' Affairs.....  | 202-203 |
| Health & Community Services - Health .....  | 204-205 |
| Kalamazoo Community Mental Health.....  | 206-207 |
| Child Care Probate .....  | 208     |

**Table of Contents (continued)**

Kalamazoo County Department of Human Services .....209-210  
Services to Seniors .....211  
Veterans’ Burial.....212-213  
Indigent Veterans Emergency Funds .....214-215  
Parks Appropriations .....216  
MSU Extension.....217-218  
Law Library Appropriation.....219  
Planning and Community Development .....220-222  
Southwest Michigan First.....223-225  
Strategic Issues .....226-227  
Contingencies .....228-229  
Reserves .....230-231  
Restricted Reserve for Personnel Expenses .....232-233  
Insurance .....234

**Law Enforcement .....235-252**

*Departmental Fund Sources.....237-238*

*Departmental Description, Estimated Expenditures &  
Authorized Positions.....239-252*

Circuit Court – Trial Division.....239  
Circuit Court – Family Division .....240  
District Court .....241  
Friend of the Court.....242  
Prosecuting Attorney .....243-244  
Community Corrections .....245  
Sheriff – Administration/Support .....246  
Sheriff – Jail .....247  
Sheriff – Field Operations .....248  
Animal Services & Enforcement.....249  
Capital Improvements .....250  
Contingencies.....251  
Reserves .....252

**Parks and Recreation Fund.....253-258**

*Departmental Fund Sources.....255-258*

Administration/Support.....256  
Markin Glen Park.....256

## Table of Contents (continued)

|  |         |
|--|---------|
| Scotts Mill Park .....   | 256     |
| Cold Brook Park .....  | 257     |
| Prairie View Park.....   | 257     |
| River Oaks Park .....  | 257     |
| Fairgrounds .....  | 258     |
| KRV Trails.....  | 258     |
| KRV Trailway Programming .....   | 258     |
| <i>Estimated Expenditures &amp; Authorized Positions</i> .....                               | 259-268 |
| Administration Support.....  | 259-260 |
| Markin Glen Park.....  | 261     |
| Scotts Mill Park .....   | 262     |
| Cold Brook Park .....  | 263     |
| Prairie View Park.....   | 264     |
| River Oaks Park .....  | 265     |
| Fairgrounds .....  | 266     |
| KRV Trail .....  | 267     |
| KRV Trailway Programming .....   | 268     |
| <b>Friend of the Court</b> .....   | 269-274 |
| <i>Departmental Fund Sources</i> .....   | 272     |
| <i>Departmental Description, Estimated Expenditures &amp;<br/>Authorized Positions</i> ..... | 273-274 |
| <b>Health &amp; Community Services Fund</b> .....  | 275-282 |
| <i>Departmental Fund Sources</i> .....   | 278-282 |
| Administration .....   | 278     |
| Dental Program.....  | 278     |
| Laboratory .....   | 278     |
| Vision and Hearing.....  | 279     |
| Hazardous Waste Program .....  | 279     |
| Immunization Clinic.....   | 279-280 |
| Disease Surveillance.....  | 280     |
| STD .....  | 280     |
| Environmental Administration .....   | 280     |
| EH-Food Safety & Facilities Division.....  | 281     |
| EH-Land, Water & Wastewater Division .....   | 281-282 |

## Table of Contents (continued)

|  |         |
|--|---------|
| <i>Estimated Expenditures &amp; Authorized Positions</i> ..... | 283-305 |
| Health Administration .....                                    | 283-284 |
| Health Education.....  | 285     |
| Dental .....   | 286-287 |
| Laboratory .....   | 288-289 |
| Vision and Hearing .....                                       | 290     |
| Hazardous Waste Program .....                                  | 291-292 |
| Clinical Services Administration .....                         | 293     |
| Maternal & Child Health Services.....                          | 294     |
| Health Promotion & Disease Prevention Administration.....      | 295     |
| Immunization Clinic.....                                       | 296     |
| Disease Surveillance.....                                      | 297-298 |
| S.T.D. ....  | 299     |
| HIV Counseling & Testing .....                                 | 300     |
| Environmental - Administration .....                           | 301     |
| EH-Food Safety & Facilities Division.....                      | 302-303 |
| EH-Land, Water, & Wastewater Division .....                    | 304-305 |

## **Child Care Fund** .....307-322

|  |     |
|--|-----|
| <i>Departmental Fund Sources</i> ..... | 310 |
|--|-----|

|  |         |
|--|---------|
| <i>Estimated Expenditures &amp; Authorized Positions</i> ..... | 311-322 |
|--|---------|

|                                      |         |
|--------------------------------------|---------|
| Juvenile Home .....                  | 311-312 |
| In Home Care .....                   | 313     |
| Foster Home.....                     | 314     |
| Intensive Learning Center.....       | 315     |
| Day Treatment Program .....          | 316-317 |
| Juvenile Drug Court .....            | 318     |
| Restitution/Community Service .....  | 319     |
| Intake Assessment & Evaluation ..... | 320     |
| CASA.....                            | 321     |
| C-Waivers in Home Care.....          | 322     |

*This page intentionally left blank*



October 18, 2011

Board of County Commissioners and the Citizens of Kalamazoo County:

Transmitted herein are the 2012 operating budgets for Kalamazoo County activities. The combined operating Budget totals \$82,339,100 and is balanced. Revenues and fund balances for the six operating funds are anticipated to meet or exceed expenditures. The budget is presented to you in conformance with Public Act 2 of 1968 and in accordance with Public Act 621 of 1978, known as the Uniform Budget and Accounting Act.

Included in the 2012 budget is a brief narrative section which is intended to guide the reader through the material. This section includes Budget Guidelines which describe the budget process, the County's Strategic Plan, and Summary Information to provide a broad overview of the document.

The Budget Policies reflect the decisions and general direction the Board of Commissioners has chosen to follow for 2012. They address specific areas, such as taxation, the philosophy of revenue predictions, upcoming financial requirements, and pending matters.

The Budget is the final result of an extensive process that aims financial resources toward targeted services. This document results from massive efforts and is a road map for Kalamazoo County government. The material is a financial guide that allocates resources to fund prioritized services – some mandated and the remainder discretionary, although essential.

Countywide cooperation is crucial for successful preparation and implementation of an annual budget. The budget review process involved a significant amount of Commissioners' and staff time. We caution individuals not to look at just dollars, but to look at the policies which are part of the Budget in a system-wide approach.

Kalamazoo County, through its Strategic Plan, financing tools, and Budget Policies is creating long-term strategies to address space needs, provide for equipment

replacement, resolve insurance issues, meet human resource needs, and improve public service and quality of life for our citizens, while funding statutory mandates.

In all, the County of Kalamazoo 2012 budget emphasizes transparency, responsibility, restraint, and reinforcement of long-range County goals. As we look ahead to new challenges and opportunities, Kalamazoo County's fiscal restraint and long-term planning must continue in order to maintain the County's financial strength. With this, Kalamazoo County will continue the tradition of maintain a stable financial position.

Sincerely,

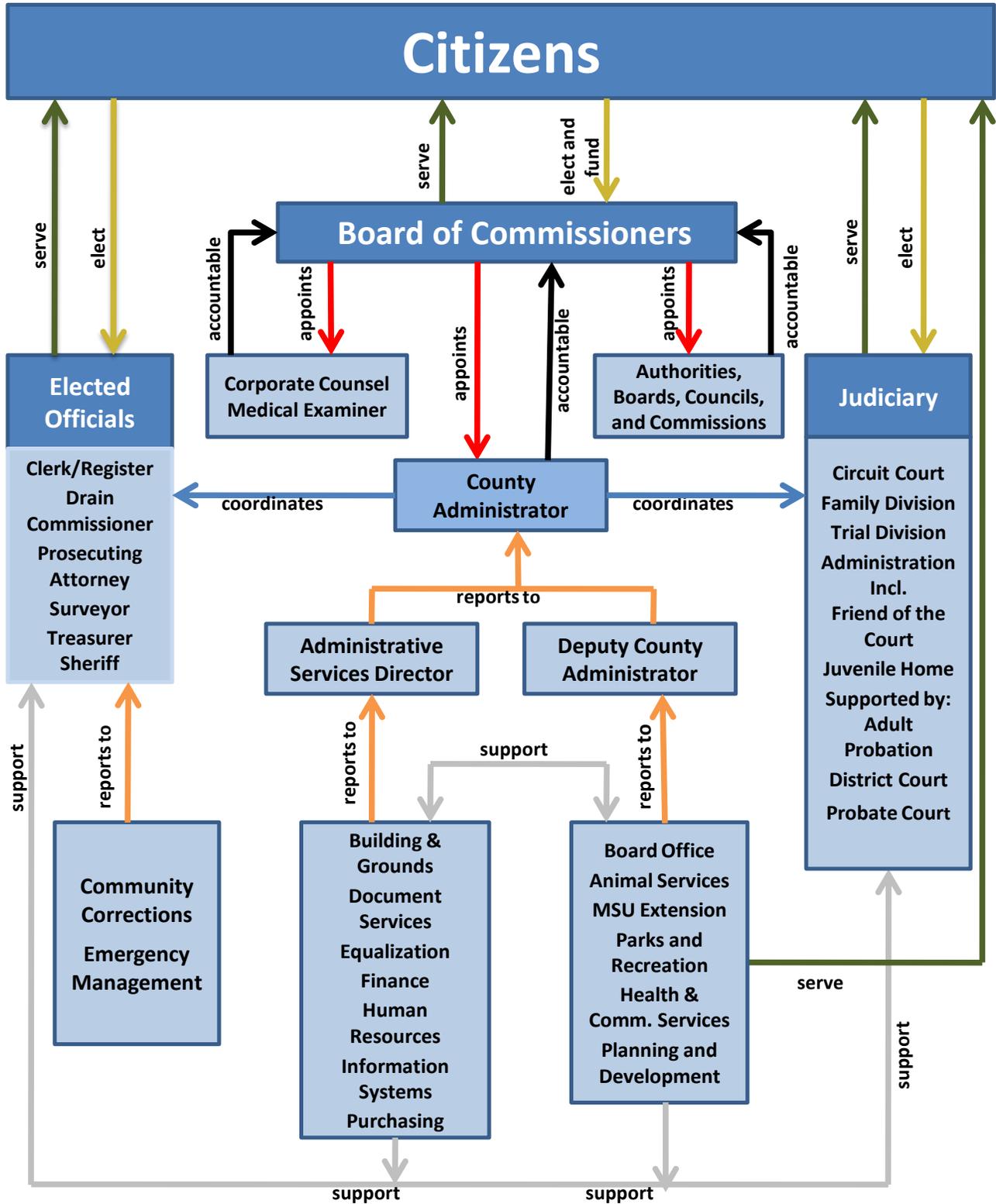
A handwritten signature in black ink, appearing to read "Peter Battani". The signature is stylized with a large, sweeping initial "P" and a long horizontal stroke extending to the right.

Peter Battani  
County Administrator

A handwritten signature in black ink, appearing to read "Tracie L. Moored". The signature is written in a cursive style with a large initial "T" and "M".

Tracie L. Moored  
Director of Finance and Administrative Services

*This page intentionally left blank*



*This page intentionally left blank*

## **RESOLUTION TO LEVY**

WHEREAS, the County Administrator of Kalamazoo County has submitted to the Board of Commissioners of Kalamazoo County estimates of the anticipated expenditures for the various departments and functions of Kalamazoo County for the year 2011 together with the estimated revenues from said departments and from taxation for the year 2011; and

WHEREAS, it is the duty of the Kalamazoo County Board of Commissioners to discuss, consider and authorize an annual appropriation to cover such expenditures as are determined by the Board of Commissioners to be necessary; and

WHEREAS, it is estimated that a 4.6871 mills tax to cover such estimated expenditures would be necessary plus a 1.4491 mills operating levy for special law enforcement as approved by the voters on May 4, 2010 plus a .2193 mill debt service levy for the Juvenile Home construction bond issue as approved by the voters on August 8, 2006.

NOW, THEREFORE, BE IT RESOLVED that a 4.6871 mills operating tax be spread on the taxable value of the property of the County of Kalamazoo on July 1, 2011 to cover the estimated expenditures for the various departments and functions of Kalamazoo County for the year 2011.

BE IT FURTHER RESOLVED that 1.4491 mills for special law enforcement operations and .2193 mill for debt service be spread on the taxable value of the property of the County of Kalamazoo on December 1, 2011 to cover the estimated expenditures for the various departments and functions and to cover the estimated Juvenile Home bond Issue debt service of Kalamazoo County for the year 2012.

BE IT FURTHER RESOLVED that the County Administrator, as the duly appointed Budget Director, is hereby empowered to administer such duties as may be from time to time delegated to that office by the Kalamazoo County Board of Commissioners.

BE IT FURTHER RESOLVED that the Budget Guidelines as adopted by the Kalamazoo County Board of Commissioners and such amendments as from time to time may be adopted, shall be incorporated by reference into this Resolution and the County Administrator is hereby authorized to implement those guidelines for fiscal control of the County revenues and expenditures.

DATED: October 18, 2011



David C. Maturen, Chairperson  
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN        )  
  ) SS  
COUNTY OF KALAMAZOO    )

I, Timothy A. Snow, County Clerk/Register for the County of Kalamazoo, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on October 18, 2011.



Timothy A. Snow  
Kalamazoo County Clerk/Register

**CERTIFICATE OF STATE EQUALIZED VALUATIONS,  
NEW CONSTRUCTION AND IMPROVEMENTS,  
AND THE MILLAGE REDUCTION FRACTION**

The filing of this certificate is mandatory as prescribed by Section 211.34d, M.C.L. The penalty for failing to complete and file this certificate is prescribed by Section 211.199, M.C.L.

STATE OF MICHIGAN    }  
                                      } ss  
County of Kalamazoo    }

I, Mary Balkema, the Treasurer of Kalamazoo County, do hereby certify that the attached list provides the prior year's state equalized valuation, the amount of new construction and improvements for the current year, and the resulting millage reduction fraction for the current year for each unit of local government which levies a property tax in the County in accordance with Section 211.34d of the Michigan Compiled Laws.



Mary Balkema, County Treasurer

Dated this 18<sup>th</sup> day of October, 2011

# **Budget Guidelines**

## **Legal Requirements**

Section 9 of Act 62, Public Acts 1933, entitled Property Tax Limitation Act, as amended, requires that the County:

Prepare each year a budget containing an itemized statement of its proposed expenditures and estimated revenues, covering all of its departments and activities.

A Public Hearing is held prior to final adoption of the Budget. A notice of such hearing is published in a newspaper of general circulation within the County at least six days prior to the Public Hearing. (Sections 2 and 3, Public Act 1963, 2nd Ed. Sess. No. 43.)

## **Budget Process**

The County Administrator, through the Finance Director, is charged with the responsibility to prepare a balanced Annual Budget including capital programs. Such budgets are to be submitted to the Board of Commissioners in sufficient time for approval at its Annual Meeting.

Budget request forms are distributed to all departments and agencies with the necessary financial information needed for the preparation of their budget requests.

The recommended Budget is prepared in the form to be ultimately presented to the Board of Commissioners for approval. A separate budget is prepared for each department primarily focusing on the six (6) operating funds and appropriate capital projects funds.

Upon adoption of the annual budget, it then becomes the financial plan to control and measure the County's activities.

Department heads and elected officials are responsible for operating within their budgets. Department heads and elected officials do not have the authority to submit requisitions for expenditures which would exceed their budget.

In determining whether a request will exceed the budget, the cost of the required item must not exceed the unappropriated balance of the category of expenses entitled All Other Expenses. It does not matter that such expenditure may exceed the estimated total requirement for that type of item, so long as the expenditure remains within the total budget, excluding salaries and employee benefits. Financial statements will be prepared showing expenditures by type of item, and department heads are required to have explanations for any request exceeding the total requirement by type of item.

## **Budget Guidelines (continued)**

When expenditures are required which would exceed the budget, the department head must request a transfer from the Contingency Account. The request for transfer must indicate: 1) the need for the expenditures; and 2) the reason the department's expenditures has exceeded the budget.

All requests for Contingency transfers must be submitted to and are subject to the recommendations of the County Administrator and Finance Director. If recommended, the request will then be reviewed at the Committee of the Whole. Subject to that review, the Board of Commissioners would approve the request.

The budgets for salary accounts are determined based on the number of employees and the job classifications. Increases in salary for an employee are based on merit and are provided for in the adopted Budget. When an employee leaves the County, a replacement is made at a lower salary, thereby creating a surplus in the salary budget. Such surplus is eventually transferred from that budget to the Salary Pool Account.

A list of invoices ready for payment will be submitted to the Committee of the Whole for review and forwarded to the Board of Commissioners for approval. The checks are then released to the vendors. It is recognized that certain emergency disbursements or court-ordered disbursements may, from time to time, arise which require approval subsequent to the disbursement.

Requests for money which has been appropriated for funds other than the General Fund and for discretionary agencies not within the immediate jurisdiction of the Board of Commissioners are to be made to the Finance Director or the County Administrator.

# Strategic Plan

## **Kalamazoo County Government Mission**

The mission of Kalamazoo County Government is to provide responsive, innovative and cost effective services.

## **Strategic Framework**

Since 1999, Kalamazoo County leadership has conducted annual strategic planning retreats that resulted in the County's current Strategic Plan. As part of our deliberations, we revisited goals and objectives established in 2004 and developed a Strategic Framework in 2008. This was a first step in setting priorities and developing ways to measure the impact of our decisions on Kalamazoo County residents and businesses. As a result, we are focusing on goals in four strategy areas (Community Safety & Justice, Economic & Regional Development, Customer Service & Accountability, Health & Human Services) that express the outcomes we are seeking to achieve.

As a next step, the Board leadership and County Administration has developed a strategic calendar based on the full Board of Commissioner's input into the strategy areas. The calendar will ensure Commissioner's have the opportunity to discuss these issues further among each other and with County staff. Departments and Elected Officials have also been asked to identify which of their current programs address and support the Board's goals and what they view as their own priorities and performance measures to express outcomes.

In accordance with stated goals, the Board of Commissioners will ask Administration to continue the strategic planning process and provide quarterly progress reports on each of the four strategy areas.

## **Strategy Areas**

*Community Safety/Justice* – Kalamazoo County seeks to be the safest, most just and restorative community based on best practices.

*Economic and Regional Development* – Kalamazoo County strives to be a trusted and active partner in creating and supporting a growing diversified regional economy.

*Customer Service and Accountability* – Taxpayers recognize Kalamazoo County services as good uses of public funds through results-oriented service delivery that is responsive, responsible, user friendly and transparent.

*Health and Human Services* – Kalamazoo County seeks to improve the health and quality of life of the community through coordinated planning, resource development, and service delivery so all residents can participate in the opportunities, benefits, and responsibilities of society.

## Summary Information

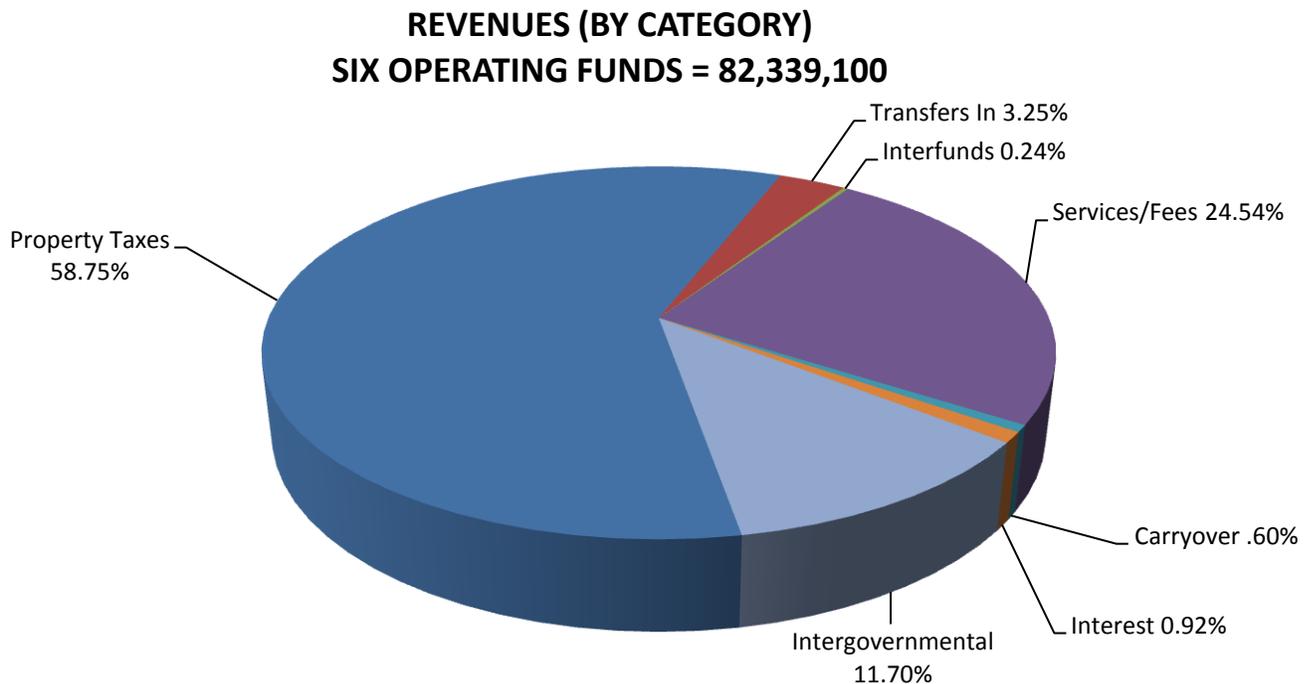
The annual budget process deals primarily with six operating funds:

- General Fund
- Law Enforcement Fund
- Parks Fund
- Friend of the Court Fund
- Health Fund
- Child Care Fund

These six funds require financial support from the General Fund and/or are supported by property tax revenue in order to operate.

### Revenues

The Year 2012 recommendations for revenue total \$82,339,100. Revenue is identified in the following major categories:

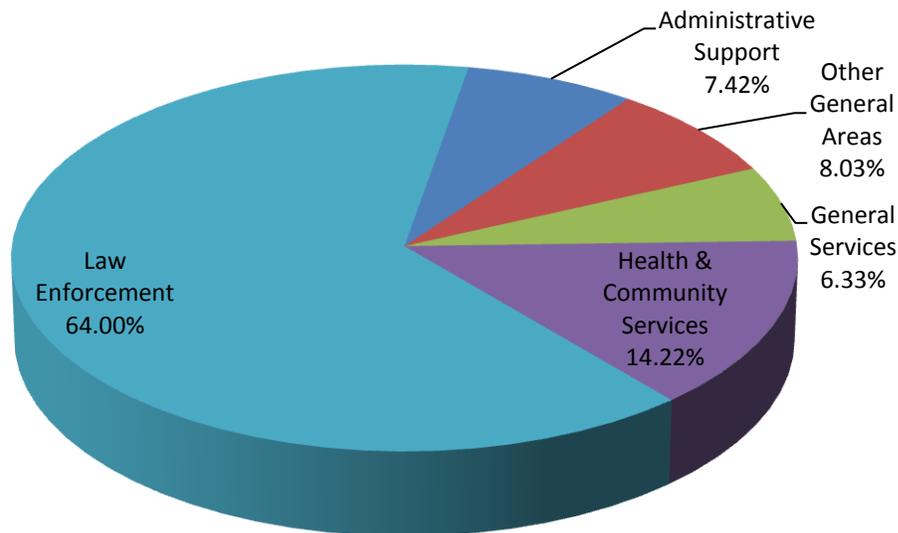


## Summary Information (continued)

### Expenditure By Functional Category

The Year 2012 recommendations for expenditures are \$82,339,100. The expenditures are divided into the following major categories:

### Expenditures (by Category) Six Operating Funds = 82,339,100



### Capital Expenditures and General County Public Improvement Fund

Capital expenditures are budgeted at \$3,429,200 in 2012. This includes \$250,000 in the General Fund for Major Repairs/Maintenance, \$423,000 in the General Fund, \$127,500 in the Law Enforcement fund for new equipment, and \$2,628,700 for General Facilities Improvement.

### Strategy on Long-Term Financial Improvement

Prudent budget decisions made by previous Board of Commissioners have allowed the County to build reserves, including a Budget Stabilization Fund and Justice Facilities Improvement Fund, while maintaining services.

Conservative budgeting decisions and ongoing monitoring of revenues and expenditures must continue or the County will find it necessary to reduce services in order to balance the budget.

**KALAMAZOO COUNTY**

**2012**

**BUDGET POLICIES**

*This page intentionally left blank*

## General Fund Law Enforcement Ratio

Each year, Kalamazoo County budgets have recognized that the 1980 Law Enforcement Millage Resolution and each subsequent renewal has included a maintenance-of-effort provision. This provision states that the percent of the General Operating budget allocated to the Law Enforcement area would be within five percent of the rate as established by current County Board budget policies in effect at the date of passage the resolution for millage renewal.

The table below provides the percent of the General Operating budget allocated to Law Enforcement as approved with each millage renewal.

| YEAR | MAINTENANCE OF EFFORT % |
|------|-------------------------|
| 1980 | 63.6                    |
| 1986 | 62.6                    |
| 1992 | 60.7                    |
| 1998 | 61.2                    |
| 2004 | 64.3                    |
| 2010 | 67.3                    |
| 2011 | 64.0                    |

This budget policy recognizes that the Law Enforcement areas make up 64.4% of the General Operating Budget, which is within the five percent limitation imposed by the Board of Commissioners in the millage resolution.

The 2012 Budget continues the process of maintaining an appropriate level of law enforcement funding in the General Fund. The calculation is derived as follows:

### General Fund Percentage Allocated to Law Enforcement

|                          |              |
|--------------------------|--------------|
| General Operating Budget | \$82,339,100 |
| Less Law Enforcement     | (11,652,900) |
| Less Alcohol Tax         | (1,689,500)  |
| Less Cigarette Tax       | 0            |
|                          | \$68,996,700 |

**General Fund – Law Enforcement Ratio (continued)**

Law Enforcement Departments:

|                                |                  |              |
|--------------------------------|------------------|--------------|
| Circuit Court: Administration  | \$ 5,411,000     |              |
| Circuit Court: Trial Division  | 457,600          |              |
| Circuit Court: Family Division | 858,800          |              |
| Friend of the Court            | 3,169,100        |              |
| Law Library                    | 42,900           |              |
| Adult Probation                | 50,700           |              |
| Child Care Fund                | <u>7,175,000</u> | \$17,165,100 |

|                |  |              |
|----------------|--|--------------|
| District Court |  | \$ 5,073,100 |
| Probate Court  |  | \$ 921,200   |

|                      |  |              |
|----------------------|--|--------------|
| Prosecuting Attorney |  | \$ 2,543,900 |
|----------------------|--|--------------|

|         |  |               |
|---------|--|---------------|
| Sheriff |  | \$ 15,599,100 |
|---------|--|---------------|

|                               |  |            |
|-------------------------------|--|------------|
| Animal Services & Enforcement |  | \$ 577,600 |
|-------------------------------|--|------------|

|                          |                |                     |
|--------------------------|----------------|---------------------|
| Capital and Debt         | \$ 301,300     |                     |
| Courthouse Security      | 572,200        |                     |
| Restricted Reserve       | 80,400         |                     |
| Utilities and Insurance  | 1,168,100      |                     |
| Percent of Contingencies | <u>136,300</u> | <u>\$ 2,258,300</u> |

**Total Law Enforcement - General** **\$44,138,300**

**Percent of Law Enforcement  
to General Operating** **64.0%**

## Millage Levies – Truth In Taxation

The 2010 property tax levies for Kalamazoo County were 4.6871 mills for the General Operating millage and 1.4491 mills for the Law Enforcement millage.

Due to declines in 2011 taxable valuation, a Base Tax Rollback (BTRF) is not required in the General Operating and Law Enforcement levies.

Also, referring to the policies on alcohol and cigarette taxes, a rollback in property taxes of \$1,551,341 or .1947 mills (.1983 and .0613) and \$21,541 or .0027 mills (.0517 and .0159) respectively is necessary.

The following table summarizes the rollback factors and the levy impact:

| <b>LEVYROLLBACK FACTORS/ MILLAGE ROLLBACK</b> |        |         |           |        |         |           |
|---|--------|---------|-----------|--------|---------|-----------|
|   | BTRF   | Alcohol | Cigarette | BTRF   | Alcohol | Cigarette |
| G.O.M   | 1.0216 | 0.9679  | 0.9996    | 4.7377 | 4.4888  | 4.6354    |
| L.E.M.  | 1.0216 | 0.9679  | 0.9996    | 1.4648 | 1.3878  | 1.4332    |
| Total   | 1.0216 | 0.9679  | 0.9996    | 6.2024 | 5.8766  | 6.0686    |

Individual and total levy rollback is summarized as follows:

|                   | <b>General</b> | <b>Law<br/>Enforcement</b> | <b>Total</b> |
|-------------------|----------------|----------------------------|--------------|
| 2010 Actual Levy  | 4.6871         | 1.4491                     | 6.1362       |
| 2010 Rollbacks    |                |                            |              |
| Truth in Taxation | (.0506)        | (.0157)                    | (.0662)      |
| Alcohol Tax       | .1983          | .0613                      | .2596        |
| Cigarette Tax     | <u>.0517</u>   | <u>.0159</u>               | <u>.0676</u> |
| Total Rollbacks   | <u>.1994</u>   | <u>.0615</u>               | <u>.2610</u> |

**Millage Levies – Truth In Taxation (continued)**

|                      | <b>General</b> | <b>Law Enforcement</b> | <b>Total</b>   |
|----------------------|----------------|------------------------|----------------|
| 2011 Legal Tax Rate  | 4.7485         | 1.4681                 | 6.2166         |
| 2011 Recaptures      |                |                        |                |
| BTRF                 | (.0506)        | (.0157)                | (.0662)        |
| Alcohol Tax          | .1983          | .0613                  | .2596          |
| Cigarette Tax        | <u>.0517</u>   | <u>.0159</u>           | <u>.0676</u>   |
| Total Recaptures     | <u>(.1994)</u> | <u>(.0615)</u>         | <u>(.2610)</u> |
| 2010 Recaptured Levy | <u>4.6871</u>  | <u>1.4491</u>          | <u>6.1362</u>  |

The 2012 Budget recognizes the recapture of the Base Tax rollback (-.0662 mill), Alcohol Tax (.2596 mill) and Cigarette Tax (.0676 mill) for a total levy of 6.1362 mills (4.6871 and 1.787 mills) respectively.

In terms of tax revenue growth, excluding effects of refunds, 2012 tax revenues are budgeted one half of one percent less than 2011. Because the Headlee Rollbacks of 1993 and 2003 were not recaptured, there exists about \$1,734,000 in unlevied property taxes.

## **Delinquent Tax Revolving Fund**

Delinquent Tax Revolving Fund operates based on the statutory responsibility of the County Treasurer to collect delinquent real property taxes in the County for all units of government. Cash flow to the units is adversely impacted because taxpayers have a period of time to pay their taxes after delinquency begins. Legislation allows the County Treasurer to borrow short term against those taxes and reimburse the units, including the County, for their share of the delinquencies. As the delinquent taxes are collected, the cash is used to pay off the notes and the interest on the notes. When the notes are paid off, the accumulated interest income, collection fees, and penalties (the net gain on the revolving funds) are transferred to the General Fund. This process was used by Kalamazoo County through 1994.

Passage of Proposal A limited the growth of property assessments and reduced the amount of taxes collected for schools on residential property. This proposal also caused the amount of delinquent property taxes to drop significantly in 1995. Beginning that year, the County Treasurer did not borrow funds externally, but utilized a short-term advance from the General Fund to purchase each year's delinquent taxes from all units. The ultimate goal of that change was to build an adequate reserve in the Delinquent Tax Revolving Fund so that borrowing of any kind was unnecessary. This goal was reached in 2000.

Approval of Tax Reversion Legislation in 1999 affected delinquent tax collections; however, funds allocated for transfer to the General Fund remain at \$1,200,000 for 2012. The funding level allocated to General Fund will be reviewed each year.

## **Tax Foreclosure Fund**

The Tax Foreclosure Fund operates based on Public Act 206 of 1893 as amended and is used to manage the tax foreclosure process for Kalamazoo County. The County Treasurer became the Foreclosing Governmental Unit on February 3, 2009, when the County Board of Commissioners adopted a resolution that rescinds the County's election to have the State of Michigan manage tax foreclosed property. Per MCL sections 211.87b, any surplus from this fund can be transferred to the General Fund.

On July 9, 2009, the County Board of Commissioners and the County Treasurer entered into an intergovernmental agreement with the Michigan Land Bank Fast Track Authority creating the Kalamazoo County Land Bank Authority. The 2012 Budget for this fund includes an allocation to the Land Bank Authority in the amount of \$100,000. This transfer amount will be reviewed annually.

Per MCL sections 211.87b, any surplus from this fund can be transferred to the General Fund. This policy sets an amount of \$200,000 of cash to remain in this fund to provide for appropriate cash flow needs. All remaining balances, as reported by the Treasurer in the Annual Report of Balance in Land Sale Proceeds provided in June of the second calendar year after foreclosure, shall be transferred to the general fund in the following County budget year.

## **Alcohol Tax**

Preliminary State of Michigan estimates of the 2011-2012 distribution for Kalamazoo County are \$1,689,500. The Truth in Taxation amount for 2011 is \$1,519,973. This amount equates to .1781 mills of the County General Operating and Law Enforcement Levy for rollback purposes. Projected payments will rollback property tax rates, and recapture of any of the rollback through Truth in Taxation hearings must divert 50% of the rollback to Substance Abuse prevention and treatment services.

The 2012 budget proposes that revenues from Alcohol Tax not be used to reduce property taxes but be recaptured through the Truth in Taxation hearing; and that the Substance Abuse Coordinating Agency be directed to prepare a plan for the use of 50% of the funds received. It is acknowledged that the other 50% is used to reduce the levels of the overall deficit. Effective October 1, 2002, the Substance Abuse Coordinating Agency was transferred from the Health & Community Services Department (formerly Human Services Department) to Kalamazoo Community Mental Health Services.

This policy acknowledges that the 2012 Budget contains an estimated \$1,689,500 for Alcohol Tax revenue and any adjustment to the budget will wait until the fourth quarter of 2012.

## **Carryover**

The 2012 budget contains \$500,000 in the General Fund and \$0.00 in the Law Enforcement fund as Carryover.

This amount facilitates the ability to fund the Demolition Reserve with unrestricted fund balance.

## **State Shared Revenue**

Revenue sharing for counties was no longer included in the State of Michigan budget effective October 1, 2004. It was replaced by a fund called Revenue Sharing Reserve. This was funded by accelerated payment of a counties' General Millage Levy. Counties were allowed to withdraw funds from the reserve equal to their projected revenue sharing payments. The County budget no longer contains revenue from this source.

There is commitment from the State to continue revenue sharing this budget year. The 2012 Budget contains \$3,928,700 in revenue from statutory revenue sharing payments. \$1,300,000 will be budgeted for ongoing operational expenses and the remaining amount equal to receipt of State Share Revenue will be budgeted for capital resource needs. This will be deposited into the General County Public Improvement Fund. Each year this allocation will be reviewed.

## **State Court Funding**

Prior to 1996, PA 189 Court Financing and PA 288 Jury Reimbursement Funding were two sources of funding under this category.

Funds were budgeted at \$770,000 annually and were allocated to the Budget Stabilization Fund in 1994. In 1995, 1996, and 1997, the funds were used to offset declines in cigarette taxes (\$189,000), capital needs (\$83,000) in 1995, and in operations primarily at the law enforcement level (\$300,000).

Court Funding Reimbursement legislation (Public Act 374 of 1996) provided single funding to replace PA 189 Court Financing and PA 288 Jury Reimbursement Funding. This legislation also assumed 100% of the funding for judges' salaries.

The projections are for the County to receive \$1,268,700 for the State's fiscal 2011/2012.

In keeping with the Board's policy relative to General Fund - Law Enforcement Ratio and with its Strategic Planning (Prevention and Facilities), the focus of these funds will be on law enforcement.

## **Jail Reimbursement**

In 1989, the State of Michigan began a program to reimburse counties \$35 per day for inmates housed in the County's Jail who were qualified under the State Minimum Sentencing Guidelines for a sentence of twelve months or more.

The 1991 Budget allocated State Jail Reimbursement revenue to fund one Detective Sergeant Position and two Road Patrol Officer positions. This Policy recognizes that monies derived from this program are at the discretion at the State and currently only covers two Road Patrol Officers.

In 2009 and 2010 this reimbursement was not funded by the State was restored for 2011. This reimbursement remains uncertain for future years.

Should this funding stream decline below the 2012 allocation of \$200,000, the Sheriff's operational budget will be reduced equal to the amount of decrease.

## **Use of Budget Stabilization Fund**

The 2012 General Fund Budget does not include a revenue transfer from the Budget Stabilization Fund.

This policy acknowledges use of these reserves for 2003 as one-time sources of funding and not on going revenue. This policy also recognizes the 2005 deposit of \$750,000 in the Budget Stabilization Fund as repayment of the 2003 withdrawal.

The 2004 General Fund Budget included as revenue a transfer from the Budget Stabilization Fund of \$650,000 as part of the budget balancing process, but the transfer was not needed.

## **Payment of Indirect Costs or Rent**

Departments, courts and elected officials are encouraged to seek revenues in the form of grants or other funding sources to expand programs and services to meet existing community needs which are consistent with the established mission of the County of Kalamazoo and the submitting department, court or elected official.

This policy acknowledges that the County incurs costs associated with the operation and oversight of all federal, state and other grants, therefore all grants shall be charged either indirect costs or rental for space occupied to the extent allowed by the awarding agency.

The indirect costs include primarily support services such as County Administration, Legal Services, Purchasing, Treasurer's Office, Human Resources, Information Systems, Document Services and Finance. Space occupancy costs include support by Buildings & Grounds, security, insurance and utilities.

This policy is consistent with a prior Board of Commissioner policy first adopted on October 3, 1978 and subsequently reaffirmed by inclusion in the GRANT APPLICATION & AWARD POLICY.

## **Fees For Services**

Recognizing that governments provide services to citizens and that while the costs of providing services generally increases from year to year, revenues frequently increase at a rate less than the rate of increase in costs, many governmental units have implemented a fee policy which is intended to recover from the user of services, part of the costs of providing the services.

This policy affirms that it is the intent of Kalamazoo County to establish uniform, consistent and defensible procedures for setting fees for services offered by and through Kalamazoo County government.

Administrative staff shall establish and adopt procedures to assist departments in determining whether to charge a fee, in determining the full cost of the service and determining the fee level.

Bi-annually, departments shall conduct a service cost analysis and propose to the Board of Commissioners, through Administration, fee changes or implementation of new fees.

The Board of Commissioners shall have final authority for setting all fees unless otherwise limited by law or contract.

## Compensation

The Kalamazoo County Board of Commissioners establishes compensation policy for Kalamazoo County Government. The term, "compensation", is traditionally understood to mean salary or pay. By compensation, the Board of Commissioners recognizes according to this policy, a larger definition to mean both salary and benefits. Salary and benefits together constitute a very significant budget expenditure for the County, and should be viewed by employees as two parts of one compensation package.

It is the policy of the Kalamazoo County Board of Commissioners to set employee compensation levels consistent with the following principles:

- Compensation is under the authority of the Board of Commissioners, and shall be annually reviewed and established by the Board of Commissioners.
- Compensation shall be set at levels necessary to recruit and retain qualified employees. Salary levels are determined by the duties and responsibilities of the particular position, the educational requirements for the position, a comparison to the salary levels for other County positions, the prevailing salary levels for similar positions with other employers within relevant labor markets, the financial condition of the County and other relevant considerations.
- Benefit levels are determined by the prevailing benefit levels with other employers within relevant labor markets, including both cost and value of benefits, the financial condition of the County and other relevant considerations, with consideration that deferred benefits should be crafted to encourage continued service by qualified employees.
- Each year the County Administration shall make recommendations to the Board of Commissioners during the budget process for changes in compensation levels based upon the financial condition of the County, changes in the cost of living, prevailing compensation levels for employees of other employers within relevant labor markets and other relevant considerations.
- Compensation shall be established in a manner, which is fiscally prudent and does not jeopardize either vital County services or the County's financial well-being.

## **Salaries and Employee Benefits**

### **Non-Union Employees**

The County Board adopted a Banding Structure to complement our Hay Compensation System. Implementation of salary bands follows best practices for compensation plans while strengthening internal equity, promoting vesting incentives, and enhancing our ability to attract and retain quality employees.

The following represents non-union salary costs for 2012:

|             | TOPs         | Professional  | Managerial   | Total         |
|-------------|--------------|---------------|--------------|---------------|
| Base Salary | \$ 4,862,521 | \$ 9,389,956  | \$ 4,516,904 | \$ 18,769,381 |
| Fringe      | \$ 1,774,820 | \$ 3,427,334  | \$ 1,648,670 | \$ 6,850,824  |
| Total       | \$ 6,637,341 | \$ 12,817,290 | \$ 6,165,574 | \$ 25,620,205 |

### **Classification Audit**

Following the Banding Structure Implementation, the next step is a review of exemption status. As positions have become vacant, the Fair Labor Standards Act (FLSA) exemption has been verified before posting the position. In 2012, our Labor Attorney will begin evaluating all positions for FLSA exemption status to ensure we have classified positions in the proper exemption category. This process will continue until all positions have been reviewed.

### **County-Wide Elected Officials**

In 2008, the Board of Commissioners adopted the following policy concerning the establishment of the annual salaries for the offices of County Clerk/Register, County Drain Commissioner, County Prosecuting Attorney, County Sheriff, and County Treasurer (collectively referred to as the county-wide elected officials):

- The Board of Commissioners accepts the Hay Wage Classification Schedule for the county-wide elected officials;
- The Board of Commissioners shall re-evaluate the Wage Classification Schedule for the county-wide elected officials every four years beginning on or after January 1, 2012 and shall complete the re-evaluation by March 1 of the year in which the re-evaluation commenced; and

**Salaries and Employee Benefits (continued)**

- Whenever a person is newly elected to one of the county-wide elected offices, and the person had not previously held that office, the Board of Commissioners shall establish the first year’s annual salary for that office at the “A” step for the office under the then current Hay Wage Classification Schedule for that office; and
- Whenever a person is newly elected to one of the county-wide elected offices, and the person had been holding that office prior to the election, the Board of Commissioners shall establish the first year’s annual salary for that office at a step level under the then current Hay Wage Classification Schedule for that office, that reflects the year(s) of service the person accumulated prior to the election.
- State law requires salaries for these elected officials to be set prior to their term of office, and allows the salaries to be raised, but not lowered, during their term of office.

The table below reflects salaries and recommended band placement for 2011 for Elected Officials.

|                    | <b>2011</b> | <b>2012</b> | <b>Band</b> |
|--------------------|-------------|-------------|-------------|
| Drain Commissioner | \$ 69,742   | \$ 72,176   | M6 D        |
| Treasurer          | \$ 85,800   | \$ 88,296   | M7 F        |
| Clerk/RoD          | \$ 85,800   | \$ 88,296   | M7 F        |
| Sheriff            | \$101,026   | \$ 104,333  | M9 E        |
| Prosecutor         | \$137,717   | \$ 137,717  | M10 H       |

Future step increases will be considered by the Board of Commissioners during the annual budget process.

**Judges**

Since January 1, 2002, the Judges salaries have been:

| <u>Court</u> | <u>State</u> | <u>Pass Thru</u> | <u>County</u> | <u>Total</u> |
|--------------|--------------|------------------|---------------|--------------|
| Circuit      | \$94,195     | \$45,724         | \$0           | \$139,919    |
| Probate      | \$94,195     | \$45,724         | \$0           | \$139,919    |
| District     | \$92,548     | \$45,724         | \$0           | \$138,272    |

## **Salaries and Employee Benefits (continued)**

Information has not been received from the State Officers Compensation Commission (SOCC) regarding 2012 salaries for Judges.

### **County Commissioners**

The following policy regarding County Commissioner compensation is as follows:

Increases in compensation for County Commissioners of Kalamazoo County shall be equivalent to but no greater than the lowest average compensation adjustment granted by the County Board for a non-union County employee group for the two years immediately preceding a new two-year term for County Commissioners.

The compensation for 2012 will mirror the amounts in 2011.

|                     |           |
|---------------------|-----------|
| Chairperson         | \$ 15,300 |
| Vice Chairperson    | \$ 13,770 |
| Other Commissioners | \$ 12,240 |

### **Overtime**

Quarterly, an overtime evaluation will be conducted by the Finance Director with respective Department Heads to ensure that projections indicate this line item will remain in budget. Should actual exceed budget, this amount will need to be adjusted within a direct operating line item.

### **Salary Structure Modification**

The 2012 salary schedule recognizes a 2% structural reduction. If annual review requirements are met, steps will be granted according to the 2012 schedule. Step increases will now be reviewed for approval every two years versus annually. The next review of a step increase will be reviewed in 2013 for the 2014 budget year. All employees currently exceeding the H step in their band, of the new structure, will be red-circled. This means they will maintain current salary until such time the structure reaches current wage.

## Employee Benefits Fund

Funding of employee benefits has a major impact on the operations of County Government, both general operations and grants. The budget for 2011 establishes three benefit rates, based on the level and costs of benefits, with the understanding that Employee Benefits Fund revenues and expenditures must be closely monitored.

The rate for temporary employees and others with no benefits will be 10%, the rate for FOP and Sheriff Command union members will be 57% and the rate for all regular full-time and part-time employees will be 36.5%.

This fund covers costs associated with health insurance for both active employees and retirees, life insurance, vision and prescription benefits, long term disability insurance, FICA, pension, workers' compensation, unemployment, and various employee fringe activities such as safety, wellness, etc.

Assuming no major increases in health care or other costs, the above rates should continue to support 2012 payroll costs. However, if added payroll taxes are legislated or other cost increments occur, rates may have to be adjusted.

Sound financial management practices for an employee benefit fund call for a fund balance in the amount of \$5,000,000. This balance level is based upon the fact that the County is self-insured on a number of critical fronts as follows:

|                             |                      |
|-----------------------------|----------------------|
| * Health Insurance          | \$100,000 specific   |
| * Workers' Compensation     | \$400,000 specific   |
| * Unemployment Compensation | County at total risk |

The 2012 Budget sets the charges as stated above, with the ability for staff to alter the percentages in conjunction with the level of fund balance when the situation dictates.

The 2012 budget for the Employee Benefits Fund contains \$330,000 for unemployment benefit payments to the State of Michigan as a "reimbursing employer". Between 55% and 70% of these costs, \$181,500 to \$231,000, are incurred due to the layoff of Head Start program employees from early June to the end of August each year.

## Retirement System

The growth in the pension system assets and liabilities has been discussed and reviewed with the Board of Commissioners on an ongoing basis. The funding level includes the system as a whole which includes Kalamazoo County Roads and Kalamazoo County Community Mental Health. The following table shows the funding level and employer contribution rate of the Retirement System since 1984:

| <b>Date</b> | <b>Actuarial Funding Level</b> | <b>Market Funding Level</b> | <b>County Actual Contribution Rate</b> | <b>County Normal Contribution Rate</b> |
|-------------|--------------------------------|-----------------------------|--|--|
| 1984        | 89.3%                          | 89.9%                       | 10.44%                                 | 10.28%                                 |
| 1985        | 93.6%                          | 101.2%                      | 9.26%                                  | 9.77 %                                 |
| 1986        | 100.4%                         | 109.3%                      | 8.81%                                  | 9.61%                                  |
| 1987        | 112.6%                         | 114.6%                      | 6.06%                                  | 7.93%                                  |
| 1988        | 110.5%                         | 115.3%                      | 6.16%                                  | 7.97%                                  |
| 1989        | 118.9%                         | 134.0%                      | 5.29%                                  | 7.69%                                  |
| 1990        | 110.0%                         | 114.8%                      | 6.89%                                  | 8.37%                                  |
| 1991        | 108.7%                         | 124.4%                      | 7.65%                                  | 9.10%                                  |
| 1992        | 107.1%                         | 119.0%                      | 7.25%                                  | 8.15%                                  |
| 1993        | 105.4%                         | 119.5%                      | 7.44%                                  | 8.78%                                  |
| 1994        | 102.6%                         | 107.6%                      | 8.01%                                  | 9.02%                                  |
| 1995        | 106.5%                         | 127.9%                      | 7.63%                                  | 9.19%                                  |
| 1996        | 111.5%                         | 135.8%                      | 7.36%                                  | 9.14%                                  |
| 1997        | 123.4%                         | 154.2%                      | 4.62%                                  | 9.06%                                  |
| 1998        | 138.9%                         | 169.5%                      | 4.27%                                  | 9.29%                                  |
| 1999        | 127.7%                         | 147.5%                      | 3.38%                                  | 9.25%                                  |
| 2000        | 132.4%                         | 139.8%                      | 1.15%                                  | 9.11%                                  |
| 2001        | 134.7%                         | 131.6%                      | 0.26%                                  | 9.13%                                  |
| 2002        | 107.6%                         | 95.3%                       | 8.29%                                  | 10.40%                                 |
| 2003        | 113.9%                         | 135.5%                      | 5.25%                                  | 9.28%                                  |
| 2004        | 116.8%                         | 134.9%                      | 6.04%                                  | 10.54%                                 |
| 2005        | 123.3%                         | 136.5%                      | 4.56%                                  | 10.57%                                 |
| 2006        | 129.0%                         | 145.3%                      | 2.90%                                  | 9.97%                                  |
| 2007        | 137.1%                         | 143.0%                      | 2.36%                                  | 10.04%                                 |
| 2008        | 128.4%                         | 93.5%                       | 3.02%                                  | 9.07%                                  |
| 2009        | 119.7%                         | 105.9%                      | 4.92%                                  | 8.67%                                  |
| 2010        | 115.8%                         | 113.7%                      | 5.61%                                  | 8.79%                                  |

County funding levels for 2010 Actuarial are 112.8%, and for Market are 110.7%

## **Retirement System (continued)**

It is recommended each year a thorough analysis of increased benefit payments to existing retirees be completed before any change is authorized in the future. The analysis should include all options, such as a 13<sup>th</sup> check or COLA, and the long term impact on required contributions, liabilities and the funding level.

Administration does not recommend a 13<sup>th</sup> check provision.

In 2012, a comprehensive analysis will be prepared outlining future funding options and projections in regard to the County's pension plan program.

## **Other Post Employment Benefits (OPEB)**

Government Accounting Standards Board (GASB) Statement No. 45 requires plan sponsors to start recording an annual expense for other post employment benefits besides pension benefits. The intent of this requirement is to recognize the cost of providing this benefit as it is earned. The primary example of OPEB is retiree health insurance, but it may include other items such as life insurance, dental insurance or vision insurance.

The annual expense must be determined by an actuarial valuation of assets and liabilities for each benefit plan. In addition to recording the Annual Required Contribution (ARC)<sup>1</sup>, the plan sponsor must disclose the Net OPEB Obligation (NOO). The Net OPEB Obligation is the cumulative difference between the annual OPEB costs (ARC) and the annual actual employer contributions accumulated from the implementation of Statement No. 45.

For Kalamazoo County, GASB No. 45 applies to the retiree health insurance plan.

This policy recognizes that health insurance costs have risen dramatically in the past ten years and that the Board of Commissioners has made changes in the benefit plan recently to reduce the growth in costs with the option of Retiree Health being closed for new hires after December 31, 2011. This will increase our required ARC for several years. The availability to new hires ceases and the plan structure accelerates. Due to the increased ARC amount, the 2012 contribution will be \$2.4 million or 50% of the ARC, whichever is less. This will also be adjusted to meet pay as you go requirements.

An administration team continually reviews various options to reduce the cost of retiree health care (i.e. Unfunded Actuarial Accrued Liability and Annual Required Contribution). An updated actuarial valuation as of December 31, 2009, was completed and the Annual Required Contribution (ARC) is estimated to be \$4,816,600 for 2012.

---

<sup>1</sup> "ARC" is defined as the employer's required contributions for the year, calculated in accordance with certain parameters, and includes (a) the normal costs for the year and (b) a component for amortization of the total unfunded actuarial accrued liabilities (or funding excess) of the plan over a period not to exceed thirty years.

## Strategic Planning

The 2012 Budget continues the Board of Commissioners' strategy established in 1996 to provide additional funding for a variety of areas that seek to improve the overall face of County Government and services to citizens.

In 2012, the budget is focused on the following three major areas:

1. *Strategic Planning* – The 2012 Budget contains \$10,000 for ongoing work on the strategic planning process initiated by previous Boards and Administration.
2. *Management Audit* – \$35,000 is budgeted in 2012 to be used for reviewing alternatives for meeting service needs and streamlining procedures with the expectation that the long term returns from improved effectiveness and efficiency will outweigh the initial investment. Any proposal for use of these funds must be submitted to the County Administrator for review and approval. Consultant contracts would then be presented to the Board of Commissioners for final approval.
3. *Management Development* - \$500 is budgeted to be used for county-wide managerial training.

## Economic Development

The Kalamazoo County Economic Development Fund Program (formerly known as the Infrastructure Fund Program) was established in 2004 by the Kalamazoo County Board of Commissioners pursuant to P.A. 380 of 1913, as amended by P.A. 122 of 2003. The program was updated in 2008, pursuant to P.A. 156 of 1851, as amended by P.A. 94 of 2003. The purpose of the fund is to foster economic development by providing the means and a method to encourage and assist businesses in locating and expanding in the County of Kalamazoo.

Only economic development projects that result in the creation of new jobs or the retention of existing jobs are eligible for funds through the Economic Development Fund Program. Projects which entail a transfer of jobs from one governmental unit within the County to another unit of government within the County are not eligible for funds, unless the unit of government authorizes a release where the company/project is currently located. All projects are selected at the sole discretion of the Kalamazoo County Board of Commissioners.

A loan under this program shall not be derived from ad valorem taxes except for ad valorem taxes approved by a vote of the people for economic development. This program operates only as a revolving loan fund. It is intended as a gap financing, e.g. when all other funds are unavailable or committed.

This statement describes the process which will be followed to determine if funds can be set aside through the Allocated fund Balance process to be used for economic development purposes in accordance with P.A. 156 of 1851 as amended by P.A. 94 of 2003 and P.A. 122 of 2003. The acts prohibit use of ad valorem taxes for this purpose.

Funding for the Economic Development Reserve will not be included in the annual budget for the General Fund nor will any funds be available in a year in which total actual expenditures exceed total revenues for the General Fund.

The following calculation is only an example and is completed to determine how much funding could be added to the Economic Development Fund Reserve during the Allocated Fund Balance process:

|                                 |                     |             |
|---------------------------------|---------------------|-------------|
| Property Tax Revenues           | \$ 33,000,000       | 55%         |
| Other Revenues                  | <u>27,000,000</u>   | <u>45%</u>  |
| Total General Fund Revenues     | 60,000,000          | <u>100%</u> |
| Total General Fund Expenditures | <u>58,000,000</u>   |             |
| Excess Revenues                 | <u>\$ 2,000,000</u> |             |

**Economic Development (continued)**

|                                    |              |                     |
|------------------------------------|--------------|---------------------|
| Excess derived from Property Taxes | \$ 1,100,000 | (\$2,000,000 x 55%) |
| Excess derived from other revenues | 900,000      | (\$2,000,000 x 45%) |

Up to \$900,000 could be recommended for deposit to the Economic Development Fund Reserve. Adding funds to the Economic Development Fund Reserve will be approved by the Board of Commissioners through the Allocated Fund Balance process based upon a recommendation from Administration.

There was no excess revenue in 2010, therefore no calculation was completed. No additional allocation was presented for Allocated Funds.

## **Drug Court Reserve**

County Administration worked with officials from the 9<sup>th</sup> Circuit Court and Drug Court Foundation to consider additional funding mechanisms to financially support the Drug Courts. Each year grant funding and continued operation of the Drug Courts is at stake. The Drug Court Foundation continues to support shortages between operational expense and revenue. There may be a time when grant funding is reduced and the Foundation may not have the means to fully fund whatever differences may occur. In order to address this potential problem, the following policy was adopted by the Board of Commissioner in July 2010.

1. A Drug Court Reserve activity will be established in the General Fund. This reserve would be carried forward, along with any future-year allocation, minus any utilized funds. The parameters established for utilization would mirror the grant spending tests that currently occur in the County.
2. The first allocation was the new funding approval of \$20,000 in the 2010 budget. A full year allocation of \$40,000 was established in 2011 budget. The same annual amount is recommended in the 2012 budget. At the Board's discretion, allocations will continue to be made each year into the reserve until contributions reach a maximum of \$500,000.
3. The Circuit Court will continue to be committed to pursuing all grant funding opportunities. The Circuit Court will continue to request funding from the Drug Treatment Court Foundation as needed. Should funding be necessary to support any differences in expense and revenue not covered by grants or Foundation support, funds may be transferred by the Board of Commissioners from the Drug Court Reserve to the operating budget of the 9<sup>th</sup> Circuit Court to support the Drug Courts.
4. The Circuit Court agrees that funds allocated from the Drug Court Reserve account into the operating budget of the Court for the Drug Courts may not be used for future reductions in the Courts operational budgets, should they become necessary, without the concurrence of the Board of Commissioners.

## **Law Enforcement Contracting**

The 2012 Budget includes the continuation of contracting with municipalities for Law Enforcement services. Current contracts are in effect through December 31, 2011.

The County currently uses a two-tiered model for personnel in regard to contracting officers. Tier I personnel refers to the eighteen officer positions available where the township is charged 100% of each deputy's salary (base wages plus overtime calculated at 10% of base wages.) The County then covers 100% of the remaining costs: fringe benefits, equipment, clothing, fuel, maintenance, training, dispatch, supervision, clerical and other direct and indirect costs.

Beginning in 2012, the County will only subsidize indirect cost of each contracted officer while the Township will reimburse 100% of the direct costs. Noting that this contract option will require Townships to fund an additional \$48,000 per year, per officer, the County will apply a three year phase in of the additional amount.

In 2012 the contract price will increase \$16,000 per officer. Each year, 2013 and 2014, an additional \$16,000 plus benefit increases, will be applied to reach the three year full funding.

This policy will be evaluated yearly and may be subject to revision by the Board of Commissioners. In subsequent years, depending on budgetary consideration, subsidizing indirect costs may have to be discontinued.

## **Mileage, Meals & Incidental Expenses Reimbursement**

### **Mileage**

The 2012 Budget acknowledges that the per mile reimbursement to employees for business travel on behalf of the County is the published Internal Revenue Service (IRS) allowance as of January 1. This rate is now .555 cents per mile for the remainder of 2011, but has not been published for 2012.

It is recognized that each \$.01 cent increase in the IRS rate will cost approximately \$7,500. However, departments and agencies funded by the County who receive reimbursement are required to adjust their schedules sufficiently enough that total costs will not be increased.

### **Meals & Incidental Expenses**

The 2012 Budget acknowledges that the meals and incidental expenses reimbursement to employees for business travel on behalf of the County, as contained in the BUSINESS EXPENSE REIMBURSEMENT POLICY, will not exceed the Federal Meal & Incidental Expense rates per locality as published by the Internal Revenue Service. Departments and agencies funded by the County who receive reimbursement are required to adjust their schedules sufficiently enough that total costs will not be increased.

## **Parks Improvement Fund**

The 2012 Budget does not contain an appropriation from the Parks Fund to the Parks Improvement Fund. The following policy replaced a 1985 policy in 2006 and remains in effect for 2012:

At the end of each year, if the actual final appropriation is less than the budgeted appropriation, then the Parks Improvement Fund will receive one-half of the difference and the General Fund keeps one-half. If the actual final appropriation from the General Fund is more than the budget, then the Parks Improvement Fund will not receive a designation.

## **At Large Drain Assessments**

The 2012 General Fund Budget includes \$24,200 for the County share of At Large Drain Assessments for 2011.

This policy recognizes that in the past the County has paid 100% of the total assessment including the share allocable to the Kalamazoo County Road Commission. Due to funding limitations in 2005, this policy acknowledges that the County has asked the Kalamazoo County Road Commission to pay its allocable share of At Large Drain Assessments in the future.

This policy of sharing the costs of At Large Drain Assessments in accordance with the Michigan Drain Code shall remain in effect for all future years unless revoked or amended by Board of Commissioners action.

This policy also establishes the level of the General Fund advance to the Revolving Drain Fund at \$200,000 for 2012. The advance is intended to cover minor repair or maintenance costs for various drains. Should the Drain Commissioner determine that a drain needs major repair, maintenance or construction, the Drain Commissioner may submit a request to the County Administrator and Board of Commissioners for a special one-time increase in the advance.

The Drain Commissioner will provide monthly accounting reports to the Office of Finance and make a maximum effort to recover outstanding balances owed to the Revolving Drain Fund by preparing appropriate drain assessments each year. Any outstanding balances that the Drain Commissioner Attorney or Corporate Counsel opines to be uncollectible shall be reported to the Board of Commissioners as soon as determined.

## **Employee Training & Memberships**

The 2012 General Operating Budget includes funding for employee training and memberships. In consideration of the importance of employee training and as acknowledgment of the significant funding limitations in 2012, the following guidelines for expenditure of Employee Training & Membership funds shall be adopted:

1. Travel or attendance at conferences shall be limited to within the State of Michigan only (i.e. no County funded out of state travel).
2. Department heads, court administrators and elected officials are encouraged to evaluate and compare the costs of County paid memberships and the benefits to the County, department and employee of the membership.

This policy shall also apply to grant funded activities and employees.

This policy does not apply to travel or attendance at conferences when state or federal law or a grant award requires travel or attendance at the conference.

The County Administrator or designee is given express authority to grant exceptions to the above based upon a written request.

The Board of Commissioners recognizes that annual budget appropriations for professional memberships, licenses, dues and subscriptions are an integral part of ongoing staff development for County departments/courts and employees.

## **Courthouse Security Reserve**

The 2012 Budget contains reserve funding totaling \$261,200. This reserve is set aside to upgrade courthouse security arrangements. Current courthouse security at Gull Road and Crosstown facilities is provided by a private security firm that staffs magnetometers at the public entrances. The Michigan Avenue facility is staffed by three, F-19 Sheriff Deputies. One F-19 is stationed at South County District Court in Portage and one F-19 is assigned as a roaming deputy at Gull Road. Administration, Courts and the Sheriff have been working to develop an enhanced plan to provide a higher level of security for the county courthouses.

Formal detailed proposals of each phase must be developed for Board of Commissioner approval before these funds are expended.

## **General County Public Improvement Fund, Facilities and Capital Expense**

During the past twenty years, federal funds and millage supported bonded indebtedness have supported funding for Law Enforcement, Juvenile Court, and Administration Building projects, as well as major improvements/renovations to the Courthouse and other facilities.

While acknowledging the importance of programs, compensation, and various other matters, the emphasis in the past years has been on setting aside funds for major capital funding. During 1999, the Board of Commissioners began the process of developing a vision of how the facilities supporting the County's Law Enforcement function might be renovated in the future. In 2004, the decision was made to utilize State Revenue Sharing Reserves to create a funding mechanism to expand jail facilities.

With the return of State Shared Revenue, given the extensive capital needs within the County, this budget year it is the recommendation to designate \$2,628,700 of State Shared Revenue in 2012 as resources for capital needs.

Expenditures for capital matters fall into three tiers. Tier I expenditures are for the replacement of routine items such as desks, minor renovations, mowers, vehicles, and other direct support issues needed by employees to carry out their responsibilities. Early each year, in preparation of the next year's budget, the Capital Improvement Program (CIP) Committee prioritizes and reviews the requests and prepares a recommendation. Once reviewed by the Administration, the CIP recommendation is incorporated into the Budget for approval by the Board.

The 2012 recommendations for Tier I expenditures are:

|                      |                  |
|----------------------|------------------|
| General Fund         | \$423,000        |
| Law Enforcement Fund | <u>127,500</u>   |
| Total                | <u>\$550,500</u> |

Tier II expenditures are major building repairs, alterations and major renovations of space and/or building systems not fundable from normal Buildings and Grounds funds. In 2012, \$250,000 is allocated for these expenditures. The intent of these funds is to enable the County to properly care for such needs as may occur.

**General County Public Improvement Fund, Facilities and Capital Expense (continued)**

Tier III expenditures are for major building construction or expansion and where extensive renovation is required. Capital projects will be outlined with the completion of the Facilities Master Plan.

For 2012, the allocation in Tier III totals \$2,628,700. The General County reserve is \$2,628,700 in 2012.

This Policy provides the following funding for capital:

|          |    |           |
|----------|----|-----------|
| TIER I   | \$ | 550,500   |
| TIER II  | \$ | 250,000   |
| TIER III | \$ | 2,628,700 |
| TOTAL    | \$ | 3,429,200 |

For 2012, Tier I expenditures are funded by the General Fund and Law Enforcement Fund, Tier II and Tier III expenditures are funded by the General Fund.

This policy confirms the intent to continue funding Tier I, Tier II and Tier III expenditures from the General Fund and Law Enforcement Fund in future years as appropriate.

## **Grant Application & Award**

To maintain proper administrative and fiscal control of all funds appropriated to the County from the Federal, State and local governments, non-profit agencies, and other private sources, this policy sets forth guidelines for the application, acceptance and administration of grants for Kalamazoo County Government.

Departments are encouraged to seek revenues in the form of grants or other funding sources to expand programs and services to meet existing community needs which are consistent with the established mission of the County of Kalamazoo and the submitting department or court.

The Kalamazoo County Board of Commissioners shall have final authority for acceptance of all grant awards. The Chair of the Board or a designated official where authorized, shall sign all grant award contracts.

The submitting department is responsible for ensuring that the grant application and award procedures supported by this policy are followed. Complying with the internal grant review procedures will ensure that all contracts are reviewed and approved by Corporate Counsel before submission to the Board of Commissioners and all awards requiring local match are approved by the Director of Finance.

The submitting department should identify a plan for program continuation/termination after grant funding ends so that there will be little or no impact on the General Fund.

It is understood that the County incurs indirect costs associated with the operation and oversight of all federal, state and other grants, therefore all grants shall be charged either indirect costs or rental for space occupied to the extent allowed by the awarding agency.

## **Fund Balance**

The County will maintain an unrestricted, uncommitted, unassigned General Fund balance within a range adequate to meet unexpected fiscal needs of County operations. This balance allows orderly adjustment to changes resulting from fluctuations of revenue sources or expenditure emergencies.

Property Tax is the County's largest revenue source. The collection of this stream for the General Fund does not begin until tax bills are distributed in July. The County is required to sustain an operational fund balance to support activities that occur prior to the collection process and beyond.

The target range of uncommitted General Fund balance to General Operating Revenues will be at least 20%. Any amounts over the 20% threshold shall be limited to capital expenditures. The projected unrestricted General Fund balance for year end 2012 is 24.72%.

## **Local Corrections Officers Training Fund**

Public Act 124 of 2003, as amended, imposes a booking fee on each inmate when first admitted into a county jail. The County is allowed to retain \$10.00 per inmate as a source of revenue. Use shall be approved by the County Board of Commissioners.

These revenues are restricted to be used only for costs relating to the continuing education, certification, re-certification, and training of local corrections officers and inmate programs including substance abuse and mental health programs in the county. However, revenue from the fees shall not be used to supplant current spending by the county for continuing education, certification, re-certification, and training of local correction officers.

## **Wireless Emergency Fund**

Pursuant to Public Act 81 of 1999 as amended Public Act 32 of 1986, the County receives funds for Enhanced 911 Emergency Services for all County public service answering points (PSAPs). These funds are then distributed to the City of Kalamazoo (which includes Western Michigan University's portion) and the City of Portage, Kalamazoo Township and the remaining County share remains in the Wireless Emergency Fund. Use of the fund is to be designated by the County Board of Commissioners.

The County began receiving revenue in budget year 2000. These funds are established to support direct dispatch costs only. In 2005 the County utilized \$215,643 from this fund to assist with costs for the co-located dispatch at Crosstown. In 2011 the County utilized \$460,435 for Motorola Plant System upgrade and replacement.

The 2012 budget continues the policy that \$100,000 will be transferred from the Wireless Emergency Fund to the General Fund to support dispatch direct operating costs. With the 2012 budget, this fund currently will have a fund balance of approximately \$453,000.

## **Drug Law Enforcement Fund**

The Drug Forfeiture fund is used to account for earmarked revenue set aside for drug law enforcement under provisions of Public Act 135 or 1985 as amended. The property seized by the County shall be retained in this fund for official use by the Sheriff.

Allowable expenditures include payments for expenses of seizure, forfeiture and sale. The available balance is to be used to enhance law enforcement efforts pertaining to controlled substances.

## **Demolition Reserve**

A Demolition Reserve activity will be established in the General Fund. This reserve can be carried forward if balances remain after 2012.

The allocation amount is \$500,000 and will come from unrestricted fund balance through carryover.

These funds can be used to demolish, secure and or maintain tax foreclosed properties that are in the County's possession. Before a release of funds can occur, the Treasurer must present an action plan of intent and justification of use to County Administration. This plan will then be presented to the Board of Commission for approval.

**COUNTY OF KALAMAZOO**  
**ALL OPERATING, CAPITAL,**  
**AND DEBT FUNDS**

## General Fund

### Estimated Source of Funds

For the Year Ending December 31, 2012

#### TAXES

|                               |    |            |               |
|-------------------------------|----|------------|---------------|
| Property Tax Revenues         | \$ | 35,400,000 |               |
| Del Real Property Tax         |    | 1,361,000  |               |
| Del Personal Property Tax     |    | 54,000     |               |
| Interest                      |    | 38,400     |               |
| State Court Fund Distribution |    | 1,268,700  |               |
| Alcohol Tax                   |    | 1,689,500  |               |
| State Shared Sales Tax        |    | 3,928,700  | \$ 43,740,300 |

#### DEPARTMENTAL

|                                      |    |           |  |
|--------------------------------------|----|-----------|--|
| Circuit Court – Administration       | \$ | 795,000   |  |
| Circuit Court – Trial Division       |    | 183,000   |  |
| Circuit Court – Family Division      |    | 342,000   |  |
| District Court                       |    | 4,500,200 |  |
| Friend of the Court                  |    | 381,700   |  |
| Probate Court                        |    | 218,000   |  |
| Family Counseling                    |    | 25,400    |  |
| Elections                            |    | 280,000   |  |
| County Clerk/Register of Deeds       |    | 1,730,800 |  |
| Office of Finance                    |    | 84,800    |  |
| Central Service Cost Recovery        |    | 798,800   |  |
| Prosecuting Attorney                 |    | 202,800   |  |
| Treasurer                            |    | 2,500,700 |  |
| Drain Commissioner                   |    | 3,100     |  |
| Soil Erosion & Sedimentation Control |    | 25,000    |  |
| Sheriff                              |    | 3,108,200 |  |
| Animal Services & Enforcement        |    | 536,800   |  |
| Emergency Management                 |    | 49,000    |  |
| Veterans Affairs                     |    | 15,000    |  |

**Estimated Source of Funds (continued)**

|                                    |              |                             |
|------------------------------------|--------------|-----------------------------|
| Medical Examiner                   | 15,100       |                             |
| MSU Extension                      | 14,200       |                             |
| Planning                           | <u>4,500</u> | \$ 15,814,100               |
| Estimated Carryover                |              | <u>500,000</u>              |
| <b>Total General Fund Revenues</b> |              | \$ <b><u>60,054,400</u></b> |

## General Fund

### Summary of Estimated Expenditures

For the Year Ending December 31, 2012

|                          | <u>Salaries</u>            | <u>Fringe Benefits</u>     | <u>Direct Operating</u>   | <u>Total</u>               |
|--------------------------|----------------------------|----------------------------|---------------------------|----------------------------|
| <b>Legislative</b>       |                            |                            |                           |                            |
| Board of Commissioners   | \$ 212,700                 | \$ 21,300                  | \$ 55,900                 | \$ 289,800                 |
| Administration           | 359,500                    | 131,200                    | 29,500                    | 520,200                    |
| Legal Services           | <u>138,900</u>             | <u>50,700</u>              | <u>9,400</u>              | <u>199,000</u>             |
| <b>Total Legislative</b> | <b><u>\$ 711,100</u></b>   | <b><u>\$ 203,200</u></b>   | <b><u>\$ 94,800</u></b>   | <b><u>\$ 1,009,100</u></b> |
| <b>Judicial</b>          |                            |                            |                           |                            |
| Circuit Court Admin.     | \$ 1,991,800               | \$ 727,000                 | \$ 2,692,200              | \$ 5,411,000               |
| Trial Division           | 329,600                    | 120,300                    | 7,700                     | 457,600                    |
| Family Division          | 539,600                    | 197,000                    | 122,200                   | 858,800                    |
| District Court           | 2,879,400                  | 1,064,200                  | 1,129,500                 | 5,073,100                  |
| Jury Board               | 0                          | 0                          | 3,300                     | 3,300                      |
| Probate Court            | 507,200                    | 185,100                    | 228,900                   | 921,200                    |
| Adult Probation          | <u>0</u>                   | <u>0</u>                   | <u>50,700</u>             | <u>50,700</u>              |
| <b>Total Judicial</b>    | <b><u>\$ 6,247,600</u></b> | <b><u>\$ 2,293,600</u></b> | <b><u>\$4,234,500</u></b> | <b><u>\$12,775,700</u></b> |

**General Fund – Estimated Expenditures (continued)**

|  | <u>Salaries</u>           | <u>Fringe Benefits</u>     | <u>Direct Operating</u>    | <u>Total</u>               |
|--|---------------------------|----------------------------|----------------------------|----------------------------|
| <b>General Services Administration</b>           |                           |                            |                            |                            |
| Elections  | \$ 20,800                 | \$ 6,000                   | \$ 488,500                 | \$ 515,300                 |
| Clerk/Register                                   | 433,400                   | 158,200                    | 57,300                     | 648,900                    |
| Resource Development                             | 36,700                    | 13,400                     | 3,900                      | 54,000                     |
| Finance  | 585,000                   | 213,500                    | 238,300                    | 1,036,800                  |
| Equalization                                     | 279,300                   | 101,900                    | 64,000                     | 445,200                    |
| Human Resources                                  | 303,700                   | 110,900                    | 232,500                    | 647,100                    |
| Information Systems                              | 665,700                   | 243,000                    | 43,600                     | 952,300                    |
| Prosecuting Attorney                             | 1,582,900                 | 577,800                    | 383,200                    | 2,543,900                  |
| Purchasing                                       | 67,700                    | 24,700                     | 14,400                     | 106,800                    |
| Treasurer  | 446,900                   | 163,100                    | 114,600                    | 724,600                    |
| Buildings/Grounds                                | 1,178,900                 | 423,700                    | 667,100                    | 2,269,700                  |
| Utilities  | 0                         | 0                          | 1,041,900                  | 1,041,900                  |
| Security   | 223,700                   | 127,500                    | 221,000                    | 572,200                    |
| Drain Commissioner                               | 148,800                   | 54,300                     | 75,600                     | 278,700                    |
| Soil Erosion/Sed Control                         | <u>56,500</u>             | <u>20,600</u>              | <u>8,400</u>               | <u>85,500</u>              |
| <b>Total General Services And Administration</b> | <b><u>\$6,030,000</u></b> | <b><u>\$2,238,600</u></b>  | <b><u>\$ 3,654,300</u></b> | <b><u>\$11,922,900</u></b> |
| <b>Law Enforcement</b>                           |                           |                            |                            |                            |
|  | <b><u>\$8,540,500</u></b> | <b><u>\$ 4,813,300</u></b> | <b><u>\$-122,000</u></b>   | <b><u>\$13,231,800</u></b> |
| <b>Public Works</b>                              |                           |                            |                            |                            |
| Capital Improvements                             |                           |                            | <b><u>\$3,301,700</u></b>  | <b><u>\$3,301,700</u></b>  |

**General Fund – Estimated Expenditures (continued)**

|   | <u>Salaries</u>          | <u>Fringe Benefits</u>   | <u>Direct Operating</u>    | <u>Total</u>               |
|---|--------------------------|--------------------------|----------------------------|----------------------------|
| <b>Health &amp; Community Services</b>  |                          |                          |                            |                            |
| HCS                                     | \$ 680,000               | \$ 248,200               | \$ 2,353,600               | \$ 3,281,800               |
| Veterans' Affairs                       | 90,200                   | 32,900                   | 27,800                     | 150,900                    |
| Medical Examiner                        | <u>0</u>                 | <u>0</u>                 | <u>522,400</u>             | <u>522,400</u>             |
| <b>Total Health and Community Svcs.</b> | <b><u>\$ 770,200</u></b> | <b><u>\$ 281,100</u></b> | <b><u>\$ 2,903,800</u></b> | <b><u>\$ 3,955,100</u></b> |
| <b>Social Services</b>                  |                          |                          |                            |                            |
| Animal Services                         | \$ 300,400               | \$ 109,600               | \$ 167,600                 | \$ 577,600                 |
| Emergency Mgmt.                         | 111,200                  | 63,400                   | 54,800                     | 229,400                    |
| At Large Drains                         | 0                        | 0                        | 24,200                     | 24,200                     |
| Social Services                         | 0                        | 0                        | 631,100                    | 631,100                    |
| Services to Seniors                     | 0                        | 0                        | 200,000                    | 200,000                    |
| Veterans Burial                         | 0                        | 0                        | 104,400                    | 104,400                    |
| Indigent Veterans<br>Emergency Funds    | <u>0</u>                 | <u>0</u>                 | <u>9,800</u>               | <u>9,800</u>               |
| <b>Total Social Svc.</b>                | <b><u>\$ 411,600</u></b> | <b><u>\$ 173,000</u></b> | <b><u>\$1,191,900</u></b>  | <b><u>\$ 1,776,500</u></b> |
| <b>Cultural</b>                         |                          |                          |                            |                            |
| MSU Extension                           | <b><u>\$ 87,700</u></b>  | <b><u>\$ 32,000</u></b>  | <b><u>\$ 172,000</u></b>   | <b><u>\$ 291,700</u></b>   |
| <b>Law Library</b>                      |                          |                          |                            |                            |
| Law Library                             | <b><u>\$ 0</u></b>       | <b><u>\$ 0</u></b>       | <b><u>\$ 42,900</u></b>    | <b><u>\$ 42,900</u></b>    |

**General Fund – Estimated Expenditures (continued)**

|   | <u>Salaries</u>            | <u>Fringe Benefits</u>     | <u>Direct Operating</u>    | <u>Total</u>               |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>Planning &amp; Community Development</b> |                            |                            |                            |                            |
| Planning                                    | \$ 98,800                  | \$ 36,100                  | \$ 16,400                  | \$ 151,300                 |
| Economic Dev.                               | <u>0</u>                   | <u>0</u>                   | <u>75,000</u>              | <u>75,000</u>              |
| <b>Total Planning &amp; Comm. Dev.</b>      | <b><u>\$ 98,800</u></b>    | <b><u>\$ 36,100</u></b>    | <b><u>\$ 91,400</u></b>    | <b><u>\$ 226,300</u></b>   |
| <b>Other</b>                                |                            |                            |                            |                            |
| CMH   | \$ 0                       | \$ 0                       | \$ 2,462,800               | \$ 2,462,800               |
| Strategic Issues                            | 0                          | 0                          | 35,000                     | 35,000                     |
| Contingency                                 | 0                          | 0                          | 200,500                    | 200,500                    |
| Reserves                                    | 0                          | 0                          | 801,200                    | 801,200                    |
| Restricted Reserves                         | 50,000                     | 18,200                     | 50,000                     | 118,200                    |
| Insurance                                   | <u>0</u>                   | <u>0</u>                   | <u>878,600</u>             | <u>878,600</u>             |
| <b>Total Other</b>                          | <b><u>\$ 50,000</u></b>    | <b><u>\$ 18,200</u></b>    | <b><u>\$ 4,428,100</u></b> | <b><u>\$ 4,496,300</u></b> |
| <b>Total General Fund Estimated</b>         |                            |                            |                            |                            |
| <b>Expenditures</b>                         | <b><u>\$22,947,500</u></b> | <b><u>\$10,089,100</u></b> | <b><u>\$19,993,400</u></b> | <b><u>\$53,030,000</u></b> |

## General Fund (Fund 101)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                                  |                |
|----------------------------------|----------------|
| Property Taxes                   | \$ 36,815,000  |
| State Shared Revenue             | 3,928,700      |
| State Court Fund                 | 1,268,700      |
| Alcohol Tax                      | 1,689,500      |
| Revenue Sharing Reserve          | 0              |
| Circuit Court, et al             | 1,919,700      |
| District Court                   | 4,500,200      |
| Clerk/Register                   | 1,730,800      |
| Treasurer                        | 2,200,700      |
| Sheriff                          | 3,108,200      |
| Other Departmental Revenue       | 2,292,900      |
| Wireless Emergency Fund Transfer | 100,000        |
| Carryover                        | <u>500,000</u> |

#### Total Estimated Funds

\$ **60,054,400**

#### Estimated Expenditures

|                            |               |
|----------------------------|---------------|
| Salaries                   | \$ 22,947,500 |
| Fringe                     | 10,089,100    |
| Direct Operating           | 16,104,400    |
| Contingency                | 200,500       |
| Capital Tier I             | 423,000       |
| Capital Tier II            | 250,000       |
| Capital Tier III – General | 2,628,700     |
| Capital Tier III – Justice | 0             |
| Debt                       | 0             |
| Demolition Reserve         | 500,000       |
| Interfund Transfers        | 6,911,200     |

#### Total Estimated Expenditures

\$ **60,054,400**

Projected Fund Balance 2012

\$ 20,316,575

## Employee Benefits Fund (Fund 103)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                                 |    |              |
|---------------------------------|----|--------------|
| General Operating Revenue       | \$ | 17,410,000   |
| Grant Revenue                   |    | 2,601,000    |
| Employee Participation – Health |    | 1,964,300    |
| Stop Loss Reimbursement         |    | 200,000      |
| Premium Refund                  |    | 0            |
| Interest Income                 |    | 40,000       |
| Carryover                       |    | <u>6,300</u> |

#### Total Estimated Funds

\$ **22,221,600**

#### Estimated Expenditures

|                          |    |           |
|--------------------------|----|-----------|
| Health Care Expenditures | \$ | 8,670,500 |
| OPEB Contribution        |    | 2,408,300 |
| Workers' Compensation    |    | 400,000   |
| Unemployment             |    | 330,000   |
| FICA                     |    | 3,627,600 |
| Retirement               |    | 2,093,300 |
| F.O.P. Retirement        |    | 2,150,000 |
| Retirement-Other         |    | 38,000    |
| Retirement-Command       |    | 165,000   |
| Disability               |    | 360,000   |
| Life Insurance           |    | 168,000   |
| Dental Expenditures      |    | 768,000   |
| Longevity                |    | 611,000   |
| College Credits          |    | 71,000    |
| Tuition Reimbursement    |    | 15,000    |
| Wellness Initiative      |    | 292,000   |
| OSHA/MIOSHA              |    | 6,000     |
| Contractual Services     |    | 40,000    |
| ADA                      |    | 3,000     |
| Miscellaneous            |    | 4,900     |

**Estimated Expenditures (continued)**

Reserve for Future Use

0

**Total Estimated Expenditures**

\$ **22,221,600**

Projected Fund Balance 2012

\$ 7,157,028

## Law Enforcement Fund (Fund 104)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                            |               |
|----------------------------|---------------|
| Property Taxes             | \$ 11,561,700 |
| Departmental Revenue       | 91,200        |
| Previously Generated Funds | <u>0</u>      |

**Total Estimated Funds** \$ **11,652,900**

#### Estimated Expenditures

|                   |                |
|-------------------|----------------|
| Salaries          | \$ 6,773,300   |
| Fringe            | 3,332,400      |
| Direct Operating  | 1,167,500      |
| Contingency       | 50,000         |
| Capital Tier I    | 127,500        |
| Sheriff Reduction | 0              |
| Interfunds        | <u>202,200</u> |

**Total Estimated Expenditures** \$ **11,652,900**

Projected Fund Balance 2012 \$ 217,700

## Budget Stabilization Fund (Fund 106)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

|                              |                     |                            |
|------------------------------|---------------------|----------------------------|
| Previously Generated Fund    | \$ <u>2,500,000</u> |                            |
| <b>Total Estimated Funds</b> |                     | \$ <b><u>2,500,000</u></b> |

#### Estimated Expenditures

|                                     |                     |                            |
|-------------------------------------|---------------------|----------------------------|
| Reserve for Future Use              | \$ <u>2,500,000</u> |                            |
| <b>Total Estimated Expenditures</b> |                     | \$ <b><u>2,500,000</u></b> |

|                             |  |      |
|-----------------------------|--|------|
| Projected Fund Balance 2012 |  | \$ 0 |
|-----------------------------|--|------|

## Technology Fund (Fund 112)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                                 |    |               |                       |
|---------------------------------|----|---------------|-----------------------|
| Carryover                       | \$ | 53,000        |                       |
| Telephone Equipment Use Charges |    | 278,000       |                       |
| Network Use Charges             |    | 494,900       |                       |
| Stock Equipment Revenue         |    | 20,000        |                       |
| Local & Long Distance Charges   |    | <u>14,400</u> |                       |
| <b>Total Estimated Funds</b>    | \$ |               | <b><u>860,300</u></b> |

#### Estimated Expenditures

##### Telecommunications:

|                               |    |               |  |
|-------------------------------|----|---------------|--|
| Salaries                      | \$ | 33,600        |  |
| Fringe Benefits               |    | 12,300        |  |
| Contractual Service           |    | 5,000         |  |
| System Maintenance            |    | 71,700        |  |
| Local and Long Distance       |    | 62,400        |  |
| Computer Related Acquisitions |    | 3,000         |  |
| Depreciation Expense          |    | 151,400       |  |
| Capital Projects              |    | <u>13,000</u> |  |

##### Enterprise Network:

|                               |    |               |  |
|-------------------------------|----|---------------|--|
| Salaries                      | \$ | 106,300       |  |
| Fringe Benefits               |    | 38,800        |  |
| Consumables – Stock           |    | 20,000        |  |
| Contractual Service           |    | 38,900        |  |
| System Maintenance            |    | 24,100        |  |
| Licensing Fees                |    | 29,500        |  |
| Computer Related Acquisitions |    | 48,000        |  |
| Replacement PCs               |    | 111,000       |  |
| Depreciation Expense          |    | 51,300        |  |
| Capital Projects              |    | <u>40,000</u> |  |

**Total Estimated Expenditures** \$ **860,300**

Projected Fund Balance 2012 \$ 1,501,542

## Nazareth Facility Fund (Fund 115)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                              |    |               |                       |
|------------------------------|----|---------------|-----------------------|
| Previously Generated Funds   | \$ | 17,800        |                       |
| Rent                         |    | 819,700       |                       |
| Central Stores Charges       |    | <u>35,800</u> |                       |
| <b>Total Estimated Funds</b> | \$ |               | <b><u>873,300</u></b> |

#### Estimated Expenditures

|                                     |    |               |                       |
|-------------------------------------|----|---------------|-----------------------|
| Salaries                            | \$ | 241,300       |                       |
| Employee Benefits                   |    | 88,100        |                       |
| Direct Operating                    |    | 518,500       |                       |
| Depreciation Expense                |    | <u>25,400</u> |                       |
| <b>Total Estimated Expenditures</b> | \$ |               | <b><u>873,300</u></b> |

|                             |    |  |         |
|-----------------------------|----|--|---------|
| Projected Fund Balance 2012 | \$ |  | 255,948 |
|-----------------------------|----|--|---------|

## Revenue Sharing Reserve Fund (Fund 125)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                              |    |          |                    |
|------------------------------|----|----------|--------------------|
| Previously Generated Funds   | \$ | 0        |                    |
| Interest Income              |    | <u>0</u> |                    |
| <b>Total Estimated Funds</b> |    |          | \$ <u><u>0</u></u> |

#### Estimated Expenditures

|                                     |    |          |                    |
|-------------------------------------|----|----------|--------------------|
| Transfer to #101 General Fund       | \$ | <u>0</u> |                    |
| <b>Total Estimated Expenditures</b> |    |          | \$ <u><u>0</u></u> |

|                             |    |  |   |
|-----------------------------|----|--|---|
| Projected fund Balance 2012 | \$ |  | 0 |
|-----------------------------|----|--|---|

## Parks Fund (Fund 208)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                                 |                |
|---------------------------------|----------------|
| Departmental Revenue            | \$ 889,800     |
| Accommodation Tax Appropriation | 90,600         |
| Kellogg Grant                   | 300,000        |
| General Fund Appropriation      | <u>258,900</u> |

**Total Estimated Funds** \$ **1,539,300**

#### Estimated Expenditures

|                                |            |
|--------------------------------|------------|
| Salaries                       | \$ 844,400 |
| Employee Benefits              | 254,100    |
| Direct Operating               | 440,800    |
| Transfer to Special Parks Fund | <u>0</u>   |

**Total Estimated Expenditures** \$ **1,539,300**

Projected Fund Balance 2012 \$ 0

## Special Parks Fund (Fund 209)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                              |    |          |                      |
|------------------------------|----|----------|----------------------|
| Previously Generated Fund    | \$ | 70,000   |                      |
| Transfer from Parks Fund     |    | <u>0</u> |                      |
| <b>Total Estimated Funds</b> | \$ |          | <b><u>70,000</u></b> |

#### Estimated Expenditures

|                                     |    |               |                      |
|-------------------------------------|----|---------------|----------------------|
| Reserve for Future Use              | \$ | <u>70,000</u> |                      |
| <b>Total Estimated Expenditures</b> | \$ |               | <b><u>70,000</u></b> |

|                             |    |  |   |
|-----------------------------|----|--|---|
| Projected Fund Balance 2012 | \$ |  | 0 |
|-----------------------------|----|--|---|

## Friend of the Court Fund (Fund 215)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                                    |    |               |                         |
|------------------------------------|----|---------------|-------------------------|
| Departmental Revenue               | \$ | 2,163,000     |                         |
| General Fund Appropriation         |    | 986,100       |                         |
| Law Enforcement Fund Appropriation |    | <u>20,000</u> |                         |
| <b>Total Estimated Funds</b>       | \$ |               | <b><u>3,169,100</u></b> |

#### Estimated Expenditures

|                                     |    |                |                         |
|-------------------------------------|----|----------------|-------------------------|
| Salaries                            | \$ | 2,096,500      |                         |
| Employee Benefits                   |    | 765,200        |                         |
| Direct Operating                    |    | <u>307,400</u> |                         |
| <b>Total Estimated Expenditures</b> | \$ |                | <b><u>3,169,100</u></b> |

|                             |    |  |   |
|-----------------------------|----|--|---|
| Projected Fund Balance 2012 | \$ |  | 0 |
|-----------------------------|----|--|---|

## Wireless Emergency Service Fund (Fund 218)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                              |    |         |                          |
|------------------------------|----|---------|--------------------------|
| State Grant Revenue          | \$ | 453,000 |                          |
| Other Revenues               |    | 0       |                          |
| <b>Total Estimated Funds</b> |    |         | \$ <b><u>453,000</u></b> |

#### Estimated Expenditures

|                                     |    |         |                          |
|-------------------------------------|----|---------|--------------------------|
| City of Kalamazoo                   | \$ | 145,000 |                          |
| City of Portage                     |    | 85,000  |                          |
| Charter Township of Kalamazoo       |    | 40,000  |                          |
| New Equipment 911                   |    | 0       |                          |
| Transfer to General Fund            |    | 100,000 |                          |
| Reserve for Future Use              |    | 83,000  |                          |
| <b>Total Estimated Expenditures</b> |    |         | \$ <b><u>453,000</u></b> |

|                             |    |         |  |
|-----------------------------|----|---------|--|
| Projected Fund Balance 2012 | \$ | 453,000 |  |
|-----------------------------|----|---------|--|

## Human Services – Health Division Fund (Fund 221)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                              |    |           |                     |
|------------------------------|----|-----------|---------------------|
| Departmental Revenue         | \$ | 3,405,500 |                     |
| General Fund Appropriation   |    | 2,254,100 |                     |
| Cigarette Tax                |    | 0         |                     |
| <b>Total Estimated Funds</b> |    |           | \$ <u>5,659,600</u> |

#### Estimated Expenditures

|                                     |    |           |                     |
|-------------------------------------|----|-----------|---------------------|
| Salaries                            | \$ | 3,207,600 |                     |
| Employee Benefits                   |    | 1,109,500 |                     |
| Direct Operating                    |    | 1,342,500 |                     |
| <b>Total Estimated Expenditures</b> |    |           | \$ <u>5,659,600</u> |
| Projected Fund Balance 2012         |    |           | \$ 0                |

## Accommodation Tax Fund (Fund 229)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                              |    |                  |                            |
|------------------------------|----|------------------|----------------------------|
| Previously Generated Funds   | \$ | 0                |                            |
| Accommodation Tax            |    | <u>2,070,000</u> |                            |
| <b>Total Estimated Funds</b> |    |                  | \$ <b><u>2,070,000</u></b> |

#### Estimated Expenditures

|                                     |    |               |                            |
|-------------------------------------|----|---------------|----------------------------|
| Transfer to General Fund            | \$ | 31,100        |                            |
| Transfer to Parks                   |    | 90,600        |                            |
| Transfer to Expo Center             |    | 252,400       |                            |
| Convention/Visitors Bureau          |    | 1,604,200     |                            |
| Parks Promotion                     |    | 26,000        |                            |
| Fairgrounds Capital Improvements    |    | <u>65,700</u> |                            |
| <b>Total Estimated Expenditures</b> |    |               | \$ <b><u>2,070,000</u></b> |

|                             |    |   |  |
|-----------------------------|----|---|--|
| Projected Fund Balance 2012 | \$ | 0 |  |
|-----------------------------|----|---|--|

## Register of Deeds Fund (Fund 256)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                            |    |               |
|----------------------------|----|---------------|
| Previously Generated Funds | \$ | 125,000       |
| Recording Fees             |    | 200,000       |
| Investment Income          |    | <u>15,000</u> |

**Total Estimated Funds** \$ **340,000**

#### Estimated Expenditures

|                        |    |          |
|------------------------|----|----------|
| Salaries               | \$ | 0        |
| Employee Benefits      |    | 0        |
| Direct Operating       |    | 340,000  |
| Reserve for Future Use |    | <u>0</u> |

**Total Estimated Expenditures** \$ **340,000**

Projected Fund Balance 2012 \$ 844,636

## Local Correction Officers Training Fund (Fund 263)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                            |    |          |
|----------------------------|----|----------|
| PA 124 Booking Fees        | \$ | 75,000   |
| Previously Generated Funds |    | <u>0</u> |

**Total Estimated Funds** \$ **75,000**

#### Estimated Expenditures

|                              |    |               |
|------------------------------|----|---------------|
| Correction Officers Training | \$ | 20,000        |
| Reserve for Future Use       |    | <u>55,000</u> |

**Total Estimated Expenditures** \$ **75,000**

Projected Fund Balance 2012 \$166,400

## Law Library Fund (Fund 269)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                            |    |               |
|----------------------------|----|---------------|
| Penal Fines                | \$ | 6,500         |
| Transfer from General Fund |    | <u>42,900</u> |

**Total Estimated Funds** \$ **49,400**

#### Estimated Expenditures

|                            |    |               |
|----------------------------|----|---------------|
| Kalamazoo Library Contract | \$ | <u>49,400</u> |
|----------------------------|----|---------------|

**Total Estimated Expenditures** \$ **49,400**

|                             |    |   |
|-----------------------------|----|---|
| Projected Fund Balance 2012 | \$ | 0 |
|-----------------------------|----|---|

## Social Welfare – Department of Human Services Fund (Fund 290)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                              |    |               |                       |
|------------------------------|----|---------------|-----------------------|
| State Grants                 | \$ | 795,200       |                       |
| Local Unit Contribution      |    | 19,000        |                       |
| Charges for Services         |    | <u>63,800</u> |                       |
| <b>Total Estimated Funds</b> | \$ |               | <b><u>878,000</u></b> |

#### Estimated Expenditures

|                                     |    |          |                       |
|-------------------------------------|----|----------|-----------------------|
| Health and Welfare                  | \$ | 878,000  |                       |
| Board Travel                        |    | 0        |                       |
| Hospitalization                     |    | <u>0</u> |                       |
| <b>Total Estimated Expenditures</b> | \$ |          | <b><u>878,000</u></b> |
| Projected Fund Balance 2012         | \$ |          | 0                     |

## Child Care Fund (Fund 292)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                                    |                |
|------------------------------------|----------------|
| Non-Tax Revenues                   | \$ 3,580,700   |
| General Fund Appropriation         | 3,412,100      |
| Law Enforcement Fund Appropriation | <u>182,200</u> |

**Total Estimated Funds** \$ **7,175,000**

#### Estimated Expenditures

|                   |                  |
|-------------------|------------------|
| Salaries          | \$ 3,456,900     |
| Employee Benefits | 1,220,900        |
| Direct Operating  | <u>2,497,200</u> |

**Total Estimated Expenditures** \$ **7,175,000**

Projected Fund Balance 2012 \$ 0

**Child Care – Department of Human Services Fund (Fund 293)**

**Estimated Source of Funds and Estimated Expenditures**

**For the Year Ending December 31, 2012**

**Estimated Source of Funds**

|   |    |                |                         |
|---|----|----------------|-------------------------|
| County Appropriation from General Fund    | \$ | 612,100        |                         |
| County Appropriation from Child Care Fund |    | 10,000         |                         |
| State Revenue                             |    | <u>435,000</u> |                         |
| <b>Total Estimated Funds</b>              | \$ |                | <b><u>1,057,100</u></b> |

**Estimated Expenditures**

|                                     |    |                  |                         |
|-------------------------------------|----|------------------|-------------------------|
| Child Care                          | \$ | <u>1,057,100</u> |                         |
| <b>Total Estimated Expenditures</b> | \$ |                  | <b><u>1,057,100</u></b> |
| Projected Fund Balance 2012         | \$ |                  | 0                       |

## Veterans' Trust Fund (Fund 294)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

State Grants \$ 25,700

**Total Estimated Funds** \$ **25,700**

#### Estimated Expenditures

Health and Welfare \$ 25,700

**Total Estimated Funds** \$ **25,700**

Projected Fund Balance 2012 \$ 0

**General County Public Improvement Fund (Fund 466)**

**Estimated Source of Funds and Estimated Expenditures**

**For the Year Ending December 31, 2012**

**Estimated Source of Funds**

|                            |                |
|----------------------------|----------------|
| Carryover                  | \$ 23,908,700  |
| Transfer from General Fund | 2,653,600      |
| Investment Income          | <u>149,400</u> |

**Total Estimated Funds** \$ **26,711,700**

**Estimated Expenditures**

|                                  |                  |
|----------------------------------|------------------|
| Reserve for Future Use – Justice | \$ 21,765,000    |
| Reserve for Future Use – General | <u>4,946,700</u> |

**Total Estimated Funds** \$ **26,711,700**

Projected Fund Balance 2012 \$ 0

## Tax Foreclosure Fund (Fund 516)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                              |    |                |                       |
|------------------------------|----|----------------|-----------------------|
| Foreclosure Fee Revenue      | \$ | 520,000        |                       |
| Interest Income              |    | 0              |                       |
| Sales of Tax Property        |    | <u>425,000</u> |                       |
| <b>Total Estimated Funds</b> | \$ |                | <b><u>945,000</u></b> |

#### Estimated Expenditures

|                              |    |                |                       |
|------------------------------|----|----------------|-----------------------|
| Foreclosure Expenditures     | \$ | 377,300        |                       |
| Reserved for Future Use      |    | 42,700         |                       |
| Transfer to General Fund     |    | 425,000        |                       |
| Transfer to Land Bank        |    | <u>100,000</u> |                       |
| <b>Total Estimated Funds</b> | \$ |                | <b><u>945,000</u></b> |

|                             |    |  |   |
|-----------------------------|----|--|---|
| Projected Fund Balance 2012 | \$ |  | 0 |
|-----------------------------|----|--|---|

## Airport Fund (Fund 581)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                              |    |                |                         |
|------------------------------|----|----------------|-------------------------|
| Operating Revenue            | \$ | 4,137,900      |                         |
| Non-Operating Revenue        |    | 783,000        |                         |
| Carryover                    |    | <u>237,900</u> |                         |
| <b>Total Estimated Funds</b> | \$ |                | <b><u>5,158,800</u></b> |

#### Estimated Expenditures

|  |    |                |                         |
|--|----|----------------|-------------------------|
| Salaries                                 | \$ | 1,014,100      |                         |
| Fringe Benefits                          |    | 360,000        |                         |
| Direct Operating                         |    | 2,462,200      |                         |
| Depreciation (Net Amortized Grant Funds) |    | 1,002,300      |                         |
| Debt Service                             |    | <u>320,200</u> |                         |
| <b>Total Estimated Funds</b>             | \$ |                | <b><u>5,158,800</u></b> |
| Capital                                  |    |                | (269,000)               |
| Debt Service Principal                   |    |                | (500,000)               |
| Projected Fund Balance 2012              | \$ |                | 4,800,000               |

## Delinquent Tax Revolving Fund (Fund 620)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                              |               |                            |
|------------------------------|---------------|----------------------------|
| Tax Collection Fees/Interest | \$ 3,700,000  |                            |
| Interest Income              | <u>50,000</u> |                            |
| <b>Total Estimated Funds</b> |               | \$ <b><u>3,750,000</u></b> |

#### Estimated Expenditures

|                                     |                  |                            |
|-------------------------------------|------------------|----------------------------|
| Reserved for Future Use             | \$ 2,550,000     |                            |
| Transfer to General Fund            | <u>1,200,000</u> |                            |
| <b>Total Estimated Expenditures</b> |                  | \$ <b><u>3,750,000</u></b> |

|                             |  |               |
|-----------------------------|--|---------------|
| Projected Fund Balance 2012 |  | \$ 24,767,669 |
|-----------------------------|--|---------------|

## Central Stores Fund (Fund 633)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

|                           |    |                |
|---------------------------|----|----------------|
| Previously Generated Fund | \$ | 0              |
| Record Copying            |    | 130,600        |
| Sale – Office Supplies    |    | 1,600          |
| NCR Paper                 |    | 8,500          |
| Gas Sales                 |    | 465,600        |
| Sale – Auto Supplies      |    | 101,800        |
| Vehicle Services Labor    |    | 82,300         |
| Cell Phone Revenue        |    | 63,600         |
| Mailing Services          |    | <u>313,100</u> |

#### Total Estimated Funds

\$ **1,167,100**

#### Estimated Expenditures

|                                 |    |                |
|---------------------------------|----|----------------|
| Salaries, Other                 | \$ | 88,000         |
| Salaries, Overtime              |    | 0              |
| Fringe Benefits                 |    | 32,100         |
| Document Services Operating     |    | 135,100        |
| Miscellaneous Charges Operating |    | 68,200         |
| Office Supplies                 |    | 1,000          |
| Vehicle Services Operating      |    | 92,600         |
| Gas & Oil                       |    | 462,000        |
| Mail Operations Operating       |    | 68,100         |
| Mail Operations Postage         |    | <u>220,000</u> |

#### Total Estimated Expenditures

\$ **1,167,100**

Projected Fund Balance 2012

\$ 134,686

## Drain Equipment Revolving Fund (Fund 639)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

Previously Generated Funds \$ 800

**Total Estimated Funds** \$ **800**

#### Estimated Expenditures

Reserve for Future Use \$ 800

**Total Estimated Expenditures** \$ **800**

Projected Fund Balance 2012 \$ 0

## Employees' Retirement System Fund (Fund 731)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

Contributions:

|                         |    |                  |
|-------------------------|----|------------------|
| County                  | \$ | 1,836,200        |
| Road Commission         |    | 0                |
| Community Mental Health |    | 637,200          |
| Employees               |    | 1,000            |
| Investment Income       |    | <u>9,025,600</u> |

**Total Estimated Funds** \$ **11,500,000**

#### Estimated Expenditures

|                         |    |                |
|-------------------------|----|----------------|
| Employee Refunds        | \$ | 0              |
| Reserved for Future Use |    | 4,028,100      |
| Pension Payments        |    | 6,560,000      |
| Administration (1)      |    | <u>911,900</u> |

**Total Estimated Expenditures** \$ **11,500,000**

#### (1) Administration

|                        |    |                       |
|------------------------|----|-----------------------|
| County Administration  | \$ | 80,000                |
| Trustee Fees           |    | 121,200               |
| Manager Fees           |    | 546,000               |
| Insurance              |    | 13,700                |
| Actuary                |    | 57,000                |
| Audit                  |    | 12,000                |
| Due Diligence Reviews  |    | 5,000                 |
| Consulting Fees        |    | 62,000                |
| General Administration |    | <u>15,000</u>         |
|                        | \$ | <b><u>911,900</u></b> |

Projected Net Assets Held in Trust 2012 \$ 166,916,983

## Other Post-Employment Benefits Fund (Fund 736)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

Employer Contributions:

|                         |    |           |
|-------------------------|----|-----------|
| County                  | \$ | 2,408,300 |
| Roads                   |    | 240,500   |
| Community Mental Health |    | 296,000   |

Retiree Contributions:

|               |  |         |
|---------------|--|---------|
| County        |  | 454,600 |
| Roads         |  | 66,200  |
| Mental Health |  | 69,400  |

|                                   |  |                |
|-----------------------------------|--|----------------|
| Interest-Investment and Dividends |  | <u>245,000</u> |
|-----------------------------------|--|----------------|

**Total Estimated Funds** \$ **3,780,000**

#### Estimated Expenditures

|                                 |    |                |
|---------------------------------|----|----------------|
| Retiree Insurance-County        | \$ | 2,700,000      |
| Retiree Insurance-Roads         |    | 280,000        |
| Retiree Insurance-Mental Health |    | 270,000        |
| Reserve for Future Use          |    | <u>530,000</u> |

**Total Estimated Expenditures** \$ **3,780,000**

Projected Net Assets Held in Trust 2012 \$ 9,464,096

## Drain Fund (Fund 801)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2012

#### Estimated Source of Funds

Previously Generated Funds \$ 1,195,900

**Total Estimated Funds** \$ **1,195,900**

#### Estimated Expenditures

Reserve for Future Use \$ 1,195,900

**Total Estimated Funds** \$ **1,195,900**

Projected Fund Balance 2012 \$ 0

*This page intentionally left blank*

**COUNTY OF KALAMAZOO**

**SUPPLEMENTAL INFORMATION**

**DETAILED REVENUES AND EXPENDITURES**

**OPERATING FUNDS**

*This page intentionally left blank*

## General Fund

### Estimated Departmental Fund Sources

For the Year Ending December 31, 2012

#### Circuit Court Administration

101-132

|                                 |                                      |    |                          |
|---------------------------------|--------------------------------------|----|--------------------------|
| 545.00                          | Drug Case Information Management     | \$ | 2,900                    |
| 603.00                          | Court Costs Bond Proc. Fees          |    | 2,000                    |
| 603.02                          | Court Costs                          |    | 200,000                  |
| 608.00                          | Entry Fees                           |    | 53,000                   |
| 608.02                          | Jury Fees                            |    | 14,000                   |
| 608.04                          | Appeals Fees                         |    | 500                      |
| 608.05                          | Motion Fees                          |    | 28,000                   |
| 608.15                          | Crime Victim Rights Fees             |    | 8,700                    |
| 608.22                          | Name Change Fees                     |    | 500                      |
| 608.23                          | Petition/Motion Fees                 |    | 100                      |
| 608.25                          | Subpoena/Garnishment Fees            |    | 9,000                    |
| 608.28                          | Juvenile Officer Fees                |    | 78,400                   |
| 608.46                          | Statutory Jury Fee Inc Reimbursement |    | 70,000                   |
| 613.00                          | Attorney Fees Reimbursement          |    | 255,000                  |
| 616.00                          | Certified Copies                     |    | 42,000                   |
| 618.00                          | Tether Fees                          |    | 200                      |
| 619.00                          | Assessment Fees                      |    | 300                      |
| 622.01                          | CCF Collection Fees                  |    | 6,500                    |
| 622.04                          | Urinalysis Fees                      |    | 100                      |
| 622.05                          | Traffic Fees                         |    | 3,000                    |
| 635.00                          | Miscellaneous                        |    | 800                      |
| 656.00                          | Bond Forfeit & Costs                 |    | <u>20,000</u>            |
| <b>Total Estimated Revenues</b> |                                      |    | <b>\$ <u>795,000</u></b> |

#### Circuit Court Trial Division

101-134

|                                 |                        |    |                          |
|---------------------------------|------------------------|----|--------------------------|
| 540.00                          | Salary Standardization | \$ | <u>183,000</u>           |
| <b>Total Estimated Revenues</b> |                        |    | <b>\$ <u>183,000</u></b> |

**General Fund – Departmental Fund Sources (continued)**

**Circuit Court Family Division**

101-135

540.00 Salary Standardization \$ 342,000

**Total Estimated Revenues** \$ **342,000**

**District Court**

101-136

|        |                                   |    |                |
|--------|-----------------------------------|----|----------------|
| 540.00 | Salary Standardization            | \$ | 320,100        |
| 544.00 | Drunk Driving Caseflow Assistance |    | 74,000         |
| 546.00 | Drug Case Assist                  |    | 5,500          |
| 601.00 | Jury Demand                       |    | 2,000          |
| 603.00 | Court Costs                       |    | 650,000        |
| 605.00 | Probation Oversight Fees          |    | 350,000        |
| 606.00 | Writs                             |    | 315,000        |
| 607.00 | Late Fees                         |    | 350,000        |
| 608.06 | Civil Fees                        |    | 300,000        |
| 608.15 | Crime Victim Rights Fees          |    | 25,000         |
| 608.20 | Reinstatement Fees                |    | 120,000        |
| 608.46 | Stat. Jury Fee Inc. Reimbursement |    | 8,000          |
| 608.54 | Civil Drug Filing Fees            |    | 85,000         |
| 608.62 | Program Fee                       |    | 35,000         |
| 613.00 | Attorney Fees Reimbursement       |    | 60,000         |
| 621.00 | Forensic Fees                     |    | 300            |
| 622.09 | DNA Fees                          |    | 300            |
| 635.00 | Miscellaneous                     |    | 45,000         |
| 656.00 | Bond Forfeit& Costs               |    | 100,000        |
| 656.01 | Screening & Assessments           |    | 20,000         |
| 657.00 | Ordinance Fines & Costs           |    | 1,400,000      |
| 657.01 | City Share Ordinance F & C        |    | <u>235,000</u> |

**Total Estimated Revenues** \$ **4,500,200**

**General Fund – Departmental Fund Sources (continued)**

**Friend of the Court**

101-141

|        |                       |    |         |
|--------|-----------------------|----|---------|
| 600.05 | State Supplemental    | \$ | 200,000 |
| 608.08 | Service Fees          |    | 160,000 |
| 608.09 | State Court Fund Fees |    | 21,500  |
| 635.00 | Miscellaneous         |    | 200     |

**Total Estimated Revenues** \$ **381,700**

**Probate Court**

101-148

|        |                         |    |              |
|--------|-------------------------|----|--------------|
| 540.00 | Salary Standardization  | \$ | 148,500      |
| 608.10 | Estate Inventory Fees   |    | 43,000       |
| 608.16 | Guardianship Fees       |    | 9,000        |
| 608.45 | Notary Fees             |    | 400          |
| 616.00 | Certified Copies        |    | 14,000       |
| 623.01 | Open Safety Deposit Box |    | 100          |
| 635.00 | Miscellaneous           |    | <u>3,000</u> |

**Total Estimated Revenues** \$ **218,000**

**Family Counseling Services**

101-166

|        |               |    |               |
|--------|---------------|----|---------------|
| 635.00 | Miscellaneous | \$ | <u>25,400</u> |
|--------|---------------|----|---------------|

**Total Estimated Revenues** \$ **25,400**

## General Fund – Departmental Fund Sources (continued)

### Elections

101-190

|        |                                     |    |                |
|--------|-------------------------------------|----|----------------|
| 635.00 | Miscellaneous                       | \$ | 5,000          |
| 635.32 | Consolidated Election Reimbursement |    | 175,000        |
| 650.11 | State Election Reimbursement        |    | <u>100,000</u> |

#### Total Estimated Revenues

\$ 280,000

### County Clerk/Register of Deeds

101-219

|        |                                |    |            |
|--------|--------------------------------|----|------------|
| 477.00 | Pistol Permits                 | \$ | 40,000     |
| 478.00 | Marriage License               |    | 9,000      |
| 600.13 | MSSR Revenue                   |    | 2,000      |
| 608.14 | Notary Bond Filing Fees        |    | 5,000      |
| 608.17 | Recording Fees                 |    | 600,000    |
| 608.43 | Data Processing Access Fees    |    | 65,000     |
| 608.45 | Notary Fees                    |    | 1,200      |
| 615.00 | Notarial Certificates          |    | 500        |
| 616.00 | Certified Copies               |    | 400,000    |
| 617.00 | Partnership Filing/Dissolution |    | 1,000      |
| 620.00 | Assumed Names                  |    | 17,000     |
| 635.00 | Miscellaneous                  |    | 5,000      |
| 636.00 | Real Estate Transfer Tax       |    | 535,000    |
| 638.00 | Record Copying                 |    | 50,000     |
| 639.00 | Record Searches                |    | <u>100</u> |

#### Total Estimated Revenues

\$ 1,730,800

## General Fund – Departmental Fund Sources (continued)

### Office of Finance

101-223

|        |                     |    |               |
|--------|---------------------|----|---------------|
| 635.00 | Miscellaneous       | \$ | 2,000         |
| 667.00 | Rents               |    | 68,800        |
| 673.00 | Sale of Fixed Asset |    | <u>14,000</u> |

**Total Estimated Revenues** \$ **84,800**

### Central Service Cost Recovery

101-224

|        |  |    |               |
|--------|--|----|---------------|
| 680.03 | Fund #793 Comm. Services- Indirect     | \$ | 30,000        |
| 680.04 | Fund #794 Head Start-Indirect          |    | 135,000       |
| 680.09 | Fund #208 Parks Indirect               |    | 17,500        |
| 680.10 | Fund #215 FOC DP                       |    | 40,000        |
| 680.16 | Fund #581 Airport - Indirect           |    | 170,300       |
| 680.20 | Fund #736 OPEB Indirect                |    | 22,000        |
| 680.26 | Fund #731 Retire Sys Admin-Indirect    |    | 75,000        |
| 680.27 | Fund #792 Weatherization Indirect      |    | 34,000        |
| 680.30 | Fund #302 Aids Grant Indirect          |    | 7,000         |
| 680.34 | Fund #308 Child Spcl Health Indirect   |    | 22,000        |
| 680.39 | Fund #323 W.I.C. Indirect              |    | 55,000        |
| 680.44 | Fund #317 BCCCP Indirect               |    | 20,000        |
| 680.48 | Fund #791 Emergency Needs Indirect     |    | 5,700         |
| 680.49 | Fund #318 Immunization Action Indirect |    | 11,000        |
| 680.54 | Fund #782 Low Inc. Home Energy Indir   |    | 10,500        |
| 680.58 | Fund #280 Area Agency Indirect         |    | 21,500        |
| 680.59 | Fund #305 MI Childhood Immuniz Indir   |    | 25,000        |
| 680.63 | Fund #282 Choices for Independence     |    | 9,500         |
| 680.64 | Fund #297 Healthy Start Indirect       |    | 25,400        |
| 680.72 | Fund #248 Bioterroism Indirect         |    | 17,500        |
| 680.73 | Fund #342 Survey & Remonumentation     |    | 1,500         |
| 680.78 | Fund #324 Childhood Lead Poisoning     |    | 3,400         |
| 680.84 | Fund #304 NFP Indirect                 |    | <u>40,000</u> |

**Total Estimated Revenues** \$ **798,800**

## General Fund – Departmental Fund Sources (continued)

### Prosecuting Attorney

101-229

|        |                                |               |
|--------|--------------------------------|---------------|
| 600.02 | State Grant Revenue            | 58,900        |
| 600.70 | MDHS Revenue                   | 40,000        |
| 608.19 | Subpoena by Mail               | 6,000         |
| 608.27 | Food Stamp Fraud Reimbursement | 15,000        |
| 608.33 | Drivers License Restoration    | 1,000         |
| 638.00 | Record Copying                 | 8,000         |
| 650.07 | SWET Reimbursement             | 58,900        |
| 676.00 | PA 372 Cost Reimbursement      | <u>15,000</u> |

**Total Estimated Revenues** \$ **202,800**

### Treasurer

101-253

|        |                                       |           |
|--------|---------------------------------------|-----------|
| 425.00 | Payment in Lieu of Taxes              | \$ 95,000 |
| 426.00 | Trailer Fees                          | 20,000    |
| 575.00 | Township Liquor License               | 10,000    |
| 608.43 | Data Process Access Fees              | 5,000     |
| 622.00 | Tax Certificates                      | 7,000     |
| 625.00 | Tax Searches                          | 6,000     |
| 638.00 | Record Copying                        | 100       |
| 663.01 | NSF Fees                              | 1,500     |
| 666.00 | Interest on Investments & Dividends   | 700,000   |
| 699.10 | Transfer from Tax Revolving           | 1,200,000 |
| 699.14 | Transfer from #229 Accommodation Tax  | 31,100    |
| 699.92 | Transfer from #516 Tax Reversion Fund | 425,000   |

**Total Estimated Revenues** \$ **2,500,700**

## General Fund – Departmental Fund Sources (continued)

### Drain Commissioner

101-275

|        |                   |    |            |
|--------|-------------------|----|------------|
| 608.47 | Plat Review Fees  | \$ | 1,500      |
| 608.53 | Drain Permit Fees |    | 1,000      |
| 635.00 | Miscellaneous     |    | <u>600</u> |

**Total Estimated Revenues** \$ **3,100**

### Soil Erosion & Sedimentation Control

101-282

|        |                         |    |            |
|--------|-------------------------|----|------------|
| 463.00 | Soil Erosion Permits    | \$ | 24,500     |
| 464.00 | Soil Erosion Violations |    | <u>500</u> |

**Total Estimated Revenues** \$ **25,000**

### Sheriff

101-301

|        |                               |    |           |
|--------|-------------------------------|----|-----------|
| 566.00 | 911 Participation             | \$ | 20,000    |
| 600.02 | State Grant Revenue           |    | 37,600    |
| 600.10 | Donations                     |    | 500       |
| 600.94 | 911 Public Safety Training    |    | 3,200     |
| 608.44 | Bail/Bond Administration Fees |    | 20,000    |
| 616.20 | Copy Fees                     |    | 33,000    |
| 622.09 | DNA Fees                      |    | 100       |
| 622.11 | Sex Offender Registration     |    | 300       |
| 627.00 | Police Contracting            |    | 1,408,400 |
| 627.01 | Road Comm. Dispatch           |    | 10,000    |
| 631.00 | Boat Livery Inspect           |    | 200       |
| 632.00 | Care of Prisoners             |    | 650,000   |
| 632.06 | State Prisoner Reimbursement  |    | 200,000   |
| 632.07 | Inmate Housing Reimbursement  |    | 10,000    |
| 632.08 | Work Release Reimbursement    |    | 5,000     |
| 632.09 | BJA/SCAAP Revenue             |    | 15,000    |

## General Fund – Departmental Fund Sources (continued)

### Sheriff (continued)

|        |                                       |                |
|--------|---------------------------------------|----------------|
| 633.00 | Photographic Services                 | 1,000          |
| 635.00 | Miscellaneous                         | 2,000          |
| 635.20 | State of Michigan – Training          | 30,000         |
| 635.30 | Overtime Reimbursement                | 50,000         |
| 640.00 | Convey Convicts                       | 4,000          |
| 640.01 | Vehicle Salvage Inspection            | 1,500          |
| 640.05 | Extradition Restitution               | 1,000          |
| 640.08 | Circuit Court Restitution             | 8,000          |
| 650.00 | Meal Reimbursement                    | 7,000          |
| 650.04 | Prisoner Damage Reimbursement         | 300            |
| 650.05 | Inmate Medical Reimbursement          | 15,000         |
| 650.09 | Other Medical Reimbursement           | 9,000          |
| 652.03 | Inmate Supplies Revenue               | 250,000        |
| 652.07 | SSA Incentive Payment                 | 800            |
| 672.00 | Vehicle Auction                       | 40,000         |
| 672.01 | Public Auction                        | 2,500          |
| 673.04 | Sale of Guns and Badges               | 800            |
| 676.00 | PA 372 Cost Reimbursement             | 22,000         |
| 695.00 | Machine & Phone Commission            | 150,000        |
| 699.19 | Transfer From #218 Wireless Emergency | <u>100,000</u> |

### Total Estimated Revenues

\$ **3,108,200**

### Animal Services & Enforcement

101-421

|        |                                 |            |
|--------|---------------------------------|------------|
| 480.00 | Sale of Dog License             | \$ 440,000 |
| 480.01 | License Citation Fines          | 3,500      |
| 592.00 | Rabies Vaccination              | 9,400      |
| 646.00 | Sale Cats & Dogs                | 14,000     |
| 646.01 | Out County Animal Adoptions     | 100        |
| 646.02 | In County Animal Adoptions      | 1,100      |
| 647.00 | Microchips                      | 9,500      |
| 659.00 | Disposals                       | 11,000     |
| 659.01 | Out County Euthanasia/Disposals | 4,600      |

## General Fund – Departmental Fund Sources (continued)

### Animal Services & Enforcement (continued)

|                                 |                              |  |                          |
|---------------------------------|------------------------------|--|--------------------------|
| 660.00                          | Redemptions                  |  | 7,500                    |
| 660.01                          | Redemption Drop Fee          |  | 2,800                    |
| 661.00                          | Board                        |  | 14,000                   |
| 662.00                          | Trap Rental                  |  | 400                      |
| 663.00                          | Fines                        |  | 5,500                    |
| 664.00                          | Veterinary Services          |  | 6,000                    |
| 664.01                          | Disease Prevention           |  | 2,200                    |
| 664.02                          | Quarantine Fees              |  | 3,100                    |
| 664.03                          | Kennel Inspection Fees       |  | 1,000                    |
| 664.04                          | Lateral Animal Transfer Fees |  | <u>1,100</u>             |
| <b>Total Estimated Revenues</b> |                              |  | <b>\$ <u>536,800</u></b> |

### Emergency Management

|                                 |                 |    |                         |
|---------------------------------|-----------------|----|-------------------------|
| 101-426                         |                 |    |                         |
| 600.01                          | Federal Revenue | \$ | 46,000                  |
| 600.64                          | LEPC Funds      |    | <u>3,000</u>            |
| <b>Total Estimated Revenues</b> |                 |    | <b>\$ <u>49,000</u></b> |

### Veterans Affairs

|                                 |                                   |    |                         |
|---------------------------------|-----------------------------------|----|-------------------------|
| 101-614                         |                                   |    |                         |
| 635.51                          | Flag Reimbursement                | \$ | 5,000                   |
| 635.52                          | Stand Down                        |    | 1,000                   |
| 699.18                          | Transfer from #294 Veterans Trust |    | <u>9,000</u>            |
| <b>Total Estimated Revenues</b> |                                   |    | <b>\$ <u>15,000</u></b> |

### Medical Examiner

|                                 |                   |    |                         |
|---------------------------------|-------------------|----|-------------------------|
| 101-648                         |                   |    |                         |
| 492.00                          | Cremation Permits | \$ | 15,100                  |
| <b>Total Estimated Revenues</b> |                   |    | <b>\$ <u>15,100</u></b> |

**General Fund – Departmental Fund Sources (continued)**

**MSU Extension**

101-731

|        |               |    |              |
|--------|---------------|----|--------------|
| 600.10 | Donations     | \$ | 5,000        |
| 608.41 | Workshop Fees |    | <u>9,200</u> |

**Total Estimated Revenues** \$ **14,200**

**Planning**

101-801

|        |              |    |              |
|--------|--------------|----|--------------|
| 652.00 | Sale of Maps | \$ | <u>4,500</u> |
|--------|--------------|----|--------------|

Total Estimated Revenues \$ **4,500**

**Total Estimated General Fund  
Departmental Fund Sources** \$ **15,814,100**

**Department: Board of Commissioners**

**Function : Legislative**

The County Board of Commissioners is the legislative policy making branch of Kalamazoo County Government. The Board of Commissioners is responsible to the citizenry for the development and administration of policies and the annual County Budget.

The Board of Commissioners consists of seventeen members elected to office for a term of two years from districts apportioned on the basis of population. The Chairperson and the Vice-Chairperson of the Board are elected by the membership of the Board.

In order to perform its legislative and administrative responsibilities in the most efficient manner possible, the Board works as a Committee of the Whole in recommending policy and administrative procedures in its area of jurisdiction.

The Board of Commissioners is assisted in the legislative area of responsibility by a number of citizen advisory boards and commissions. These boards and commissions have varying powers as outlined in their bylaws.

## Board of Commissioners

### Schedule of Estimated Expenditures

101-101

SALARIES

|        |                 |    |         |
|--------|-----------------|----|---------|
| 703.00 | Salaries, Board | \$ | 212,700 |
|--------|-----------------|----|---------|

FRINGE BENEFITS

|        |                            |    |        |
|--------|----------------------------|----|--------|
| 710.06 | Fringe Benefits, Temporary | \$ | 21,300 |
|--------|----------------------------|----|--------|

DIRECT OPERATING

|        |                            |    |              |                  |
|--------|----------------------------|----|--------------|------------------|
| 727.00 | Printing & Binding         | \$ | 1,500        |                  |
| 728.00 | Postage                    |    | 4,800        |                  |
| 729.00 | Copy Charges               |    | 9,600        |                  |
| 730.00 | Office Supplies            |    | 2,000        |                  |
| 807.01 | Assoc. Dues & Memberships  |    | 24,900       |                  |
| 860.00 | Travel                     |    | 1,500        |                  |
| 956.00 | Employee Training          |    | 7,000        |                  |
| 957.55 | Meal Expense               |    | 600          |                  |
| 957.57 | Meeting Expense            |    | 1,000        |                  |
| 957.59 | Intergovernmental Meetings |    | <u>3,000</u> | \$ <u>55,900</u> |

|                                     |           |                       |
|-------------------------------------|-----------|-----------------------|
| <b>Total Estimated Expenditures</b> | <b>\$</b> | <b><u>289,900</u></b> |
|-------------------------------------|-----------|-----------------------|

#### Authorized Positions

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>         |
|-----------------------------------|------------------|--------------------|
| Board Chairman                    | 0                | 1.0                |
| Board Vice Chairman               | 0                | 1.0                |
| Commissioners                     | 0                | <u>15.0</u>        |
| <b>Total Authorized Positions</b> |                  | <b><u>17.0</u></b> |

**Department: County Administration**

**Function: Legislative**

The general objective of the County Administrative function is to assist the Board of Commissioners in the development, implementation, and maintenance of management policies, programs, and organization that will meet the needs of Kalamazoo County Government at the minimum cost to its taxpayers.

This Budget includes the County Administrator who is directly responsible to the Board of Commissioners. Responsibilities include general administrative assistance to the Board of Commissioners; general supervision of twelve County departments, as permitted by law and directed by the Board of Commissioners; management planning and general liaison to County elected officials; news media and other organizations; and facilitation of continuous quality improvement programs.

The County Administrator is also responsible for oversight of the direct administrative support to the Board of Commissioners, including secretarial services, assistance with Committee of the Whole and Board agendas, and the recording of the minutes of the Committee of the Whole and Board meetings.

It should be noted that there are additional administrative departments, such as Office of Finance, Human Resources, Purchasing, and Administrative Services, which are accounted for by function in other portions of the Budget.

## County Administration

### Schedule of Estimated Expenditures

101-102

SALARIES

|        |                         |                |            |
|--------|-------------------------|----------------|------------|
| 703.02 | Salaries, Administrator | \$ 131,600     |            |
| 704.00 | Salaries, Other         | <u>227,900</u> | \$ 359,500 |

FRINGE BENEFITS

|        |                 |  |            |
|--------|-----------------|--|------------|
| 710.00 | Fringe Benefits |  | \$ 131,200 |
|--------|-----------------|--|------------|

DIRECT OPERATING

|        |                                 |              |                  |
|--------|---------------------------------|--------------|------------------|
| 730.00 | Office Supplies                 | \$ 2,400     |                  |
| 807.01 | Association Dues & Memberships  | 4,100        |                  |
| 808.21 | Systems Maintenance             | 5,300        |                  |
| 849.00 | Internal Communications Expense | 6,000        |                  |
| 850.00 | Communications Expense          | 3,800        |                  |
| 860.00 | Travel                          | 1,000        |                  |
| 931.00 | Equipment Maintenance           | 1,000        |                  |
| 956.00 | Employee Training               | 3,400        |                  |
| 957.55 | Meal Expense                    | 1,000        |                  |
| 957.57 | Meeting Expense                 | <u>1,500</u> | \$ <u>29,500</u> |

|                                     |                          |
|-------------------------------------|--------------------------|
| <b>Total Estimated Expenditures</b> | <b>\$ <u>520,200</u></b> |
|-------------------------------------|--------------------------|

### Authorized Positions

| <u>Position Title</u>                 | <u>Pay Grade</u> | <u>FTE</u> |
|---------------------------------------|------------------|------------|
| County Administrator                  | M11              | 1.0        |
| Deputy County Administrator           | M9               | 1.0        |
| Office Manager                        | P7               | 1.0        |
| Administrative Assistant              | T7               | 1.0        |
| Administrative Assistant/Receptionist | T7               | <u>0.8</u> |

|                                   |                          |
|-----------------------------------|--------------------------|
| <b>Total Authorized Positions</b> | <b><u><u>4.8</u></u></b> |
|-----------------------------------|--------------------------|

**Department:            Legal Services**

**Function:                Legislative**

The Department of Legal Services Corporation Counsel works under the supervision of the County Administrator and is directly accountable to the Board of Commissioners. This is listed as a legislative function due to its close relationship with the Board of Commissioners; however, it should be noted that these services are provided to the benefit of all County departments, including elected officials and the Courts.

Effective in 1979, the Board of Commissioners established the Office of Corporation Counsel, which removed the "Civil Counsel" function from the Prosecuting Attorney's Office. Corporation Counsel's responsibilities include advising the Board of Commissioners and County departments on those legal issues which confront them, representing the County in matters of litigation and providing legal opinions to the Board, various County departments, and elected officials. These responsibilities are discharged by two staff people, with secretarial support provided through the County Administrative Services.

## Legal Services

### Schedule of Estimated Expenditures

101-104

SALARIES

|        |                             |               |            |
|--------|-----------------------------|---------------|------------|
| 703.04 | Salaries, Corporate Counsel | \$ 109,600    |            |
| 704.00 | Salaries, Other             | <u>29,300</u> | \$ 138,900 |

FRINGE BENEFITS

|        |                 |  |           |
|--------|-----------------|--|-----------|
| 710.00 | Fringe Benefits |  | \$ 50,700 |
|--------|-----------------|--|-----------|

DIRECT OPERATING

|        |                                 |            |                 |
|--------|---------------------------------|------------|-----------------|
| 728.00 | Postage                         | \$ 200     |                 |
| 732.20 | Law Books/Periodicals/Research  | 4,000      |                 |
| 806.00 | Legal Services                  | 1,200      |                 |
| 849.00 | Internal Communications Expense | 1,800      |                 |
| 860.00 | Travel                          | 500        |                 |
| 956.00 | Employee Training               | 1,200      |                 |
| 957.06 | Litigation Exp-CIV              | <u>500</u> | \$ <u>9,400</u> |

**Total Estimated Expenditures** \$ **199,000**

### Authorized Positions

| <u>Position Title</u>       | <u>Pay Grade</u> | <u>FTE</u> |
|-----------------------------|------------------|------------|
| Corporate Counsel           | M9               | 1.0        |
| Assistant Corporate Counsel | P11              | <u>0.5</u> |

**Total Authorized Positions** **1.5**

**Department:                   Circuit Court**

**Function:                       Administration Division**

The Administrative Services Division contains seven service units, each consisting of employees performing pre and post adjudication functions and directly supporting the Family and Trial Divisions of the court. Each service unit is directed by a unit administrator. The Court Administrator manages the service unit administrators. Staff serving the Administrative Services Division are located at the five various court sites.

*Trial Division*

The Trial Division is located at 227 W. Michigan Avenue. The Trial Division unit provides all services that support the trial division of the Court including, but not limited to, scheduling, jury services, and providing legal representation and due process support before, during and after hearings. In cooperation with the Chief Court Clerk, monitor and maintain court records under a cooperative agreement with the County Clerk/Register of Deeds.

This division is also responsible for the court's plan for caseflow management, jury services, process/plan for assigned counsel, judicial availability, ADR and case evaluation.

*Family Division*

The Family Division is located at 1400 Gull Road. The Family Division unit provides all services that support the family division of the Court including, but not limited to, scheduling, providing legal assistance and support before, during and after hearings. In cooperation with the Chief Court Clerk, monitor and maintain court records under a cooperative agreement with the County Clerk/Register of Deeds. This unit also provides court entry screening programs – juvenile intake and domestic intake, pretrial services, field services (juvenile probation, foster care), personal protection orders, alternative programs and coordinates CASA volunteers.

*Drug Courts and Planning*

The Drug Courts and Planning portion is responsible for maintaining and developing funding and plans for drug treatment courts, problem solving methods and principles for therapeutic jurisprudence for all.

## **Circuit Court Administration (continued)**

### *Finance Services*

The Finance Services unit manages the Circuit Court budget; oversees processing of all fines, restitution and fees collected at each courthouse; and operates financial matters of the Friend of the Court and the mandated MiCSES program. This unit is also responsible for the court's collection plan, implementation of the plan and overseeing attorney services, including reimbursement.

### *Technology Services/Chief Court Clerk*

The Technology Services unit is responsible for the court's information system and technology needs, including the court management system and video recording system. This unit is responsible for state and local forms.

The Chief Court Clerk establishes guidelines for clerk responsibilities and is responsible for court's records and the plans and policies involving court's records. The Chief Court Clerk is also responsible for overseeing State Court Administrative Office required reports involving case processing and disposition. This unit coordinates with Finance Services regarding court ordered financial obligations other than Friend of the Court obligations.

### *Friend of the Court*

The Kalamazoo County Friend of the Court is located on the fourth floor of the County Administration Building at 201 W. Kalamazoo Avenue. The Friend of the Court is the investigation, account, report and enforcement agency of the Circuit Court for domestic relations cases involving child and/or spousal support, child custody and parenting time matters.

### *Juvenile Home*

The Kalamazoo County Juvenile Home is the only secure facility in Kalamazoo County for housing young persons who have violated the law. Rehabilitative programs in the Juvenile Home include skill building, educational/vocational training, conflict resolution and mediation training. The Intensive Learning Center, the ON-TRAC Treatment Program, and the Day Treatment Program are also located in the Juvenile Home.

## Circuit Court Administration

### Schedule of Estimated Expenditures

101-132

#### SALARIES

|        |                 |    |           |
|--------|-----------------|----|-----------|
| 704.00 | Salaries, Other | \$ | 1,991,800 |
|--------|-----------------|----|-----------|

#### FRINGE BENEFITS

|        |                 |    |         |
|--------|-----------------|----|---------|
| 710.00 | Fringe Benefits | \$ | 727,000 |
|--------|-----------------|----|---------|

#### DIRECT OPERATING

|        |                                   |    |           |
|--------|-----------------------------------|----|-----------|
| 727.00 | Printing & Binding                | \$ | 32,000    |
| 728.00 | Postage                           |    | 65,000    |
| 729.00 | Copy Charges                      |    | 35,000    |
| 730.00 | Office Supplies                   |    | 65,000    |
| 732.20 | Law Books/Periodicals/Research    |    | 33,000    |
| 760.02 | Drug Detection Tests              |    | 200       |
| 801.00 | Psychiatric Exams                 |    | 500       |
| 803.00 | Transcripts                       |    | 42,000    |
| 804.00 | Jury Fees                         |    | 158,000   |
| 804.03 | Jury Expense                      |    | 3,500     |
| 805.00 | Witness Fees                      |    | 1,000     |
| 805.01 | Expert Witness Fees               |    | 15,000    |
| 805.03 | Indigent Subpoena Fee             |    | 200       |
| 806.02 | Appeals Attorney Appointed        |    | 28,000    |
| 806.05 | Court Appointed Attorney Felony   |    | 1,055,000 |
| 806.07 | Court Appointed Attorney-Support  |    | 675,000   |
| 806.09 | Court Appointed Attorney-Domestic |    | 18,000    |
| 807.03 | Credit Bureau Expense             |    | 4,500     |
| 808.27 | Service of Process                |    | 34,000    |
| 808.36 | Interpreters                      |    | 10,000    |
| 808.46 | Visiting Judges                   |    | 10,000    |
| 819.02 | Licensing Fees                    |    | 135,800   |
| 838.00 | Laboratory Services               |    | 200       |
| 849.00 | Internal Communications Expense   |    | 120,000   |
| 950.00 | Communications Expense            |    | 10,800    |
| 860.00 | Travel                            |    | 5,000     |
| 890.00 | Volunteer Services                |    | 1,000     |

**Circuit Court Administration (continued)**

|        |                       |        |                     |
|--------|-----------------------|--------|---------------------|
| 895.01 | Bank Fees             | 3,500  |                     |
| 900.00 | Legal Publications    | 5,000  |                     |
| 931.00 | Equipment Maintenance | 57,100 |                     |
| 931.02 | Vehicle Maintenance   | 5,000  |                     |
| 941.00 | Equipment Rent/Lease  | 22,900 |                     |
| 956.00 | Employee Training     | 22,000 |                     |
| 956.31 | Attorney Training     | 4,000  |                     |
| 957.00 | Miscellaneous         | 5,000  |                     |
| 958.00 | New Equipment         | 10,000 | \$ <u>2,692,200</u> |

**Total Estimated Expenditures** \$ **5,411,000**

**Authorized Positions**

Position Title

|  |     |      |
|--|-----|------|
| Court Administrator                            | M9  | 1.0  |
| Administrator of Family Services               | M6  | .675 |
| Administrator of Finance Services              | M6  | 1.0  |
| Deputy Admin & Administrator of Court Services | M6  | 1.0  |
| Admin-Automation & Tech/Chief Ct Clerk         | M4  | 1.0  |
| Supervisor Coll/Reimbursement                  | M2  | 0.5  |
| Probate Intake Specialist                      | P10 | 1.0  |
| Dep Admin-Automation & Tech                    | P10 | 1.0  |
| Court Services Supervisor/Deputy Chief Clerk   | P9  | 1.0  |
| Supervisor of Record Services MI Ave           | P9  | 1.0  |
| Collection Officer                             | P7  | 1.0  |
| Probate Court Services Specialist              | P7  | 0.5  |
| Supervisor Court Services MI Ave               | P6  | 1.0  |
| Administrative Assistant                       | P6  | 1.0  |
| Juvenile Probation Officer II                  | J12 | 2.5  |
| Domestic Intake Specialist Level I             | J12 | 1.5  |
| Jury Coordinator                               | T8  | 2.0  |
| Court Services Coordinator                     | T8  | 1.0  |
| PPO Intake Coordinator                         | T8  | 1.0  |
| Civil Caseflow/ADR Coordinator                 | T8  | 1.0  |
| Criminal Caseflow Specialist                   | T8  | 1.0  |
| Account/Caseflow Specialist                    | T8  | 1.0  |
| Caseflow Specialist-Gull Road                  | T8  | 3.0  |
| Site Coordinator-MI Avenue                     | T8  | 1.0  |
| Senior Account Specialist                      | T8  | 0.5  |
| Courtroom Civil Clerk                          | T8  | 1.0  |
| Courtroom Domestic Clerk                       | T8  | 3.0  |

**Circuit Court Administration (continued)**

|                                     |    |     |
|-------------------------------------|----|-----|
| Criminal/Civil Caseflow Coordinator | T8 | 1.0 |
| Administrative Assistant            | T8 | 1.0 |
| Crim/Civil/DOM Caseflow Specialist  | T8 | 1.0 |
| Court Services Specialist II        | T8 | 7.0 |

**Total Authorized Positions**

**42.175**

**Department:           Circuit Court**

**Function:               Trial Division**

The Trial Division of the Circuit Court is located at the Michigan Avenue Courthouse. Each Trial Division courtroom is comprised of a courtroom team including a judge, a judicial aide, and a law clerk. Four judges are assigned to the Trial Division.

The types of cases heard by the Trial Division include criminal felony cases with a potential sentence of one or more year's incarceration; civil actions with claims of \$25,000 or more; and appeals from District Court, Probate Court and administrative agencies of state government and local government boards.



**Department:                    Circuit Court**

**Function:                        Family Division**

The Family Division of the Circuit Court is located at the Gull Road Courthouse. Each Family Division courtroom is comprised of a courtroom team including a judge, a referee, a court recorder/judicial aide, and a domestic courtroom clerk. Referees are cross-trained to hear both domestic and juvenile matters. Three judges are assigned to the Family Division.

The types of cases heard by the Family Division include domestic relations matters, juvenile matters pertaining to delinquency or criminal activity, child protective proceedings, adoptions, name changes, and emancipations.



**Department: Eighth District Court**

**Function: Judicial**

Public Act 154 of 1968 established the District Courts in the State of Michigan. January 1, 1999, three separate District Courts in Kalamazoo County consolidated into one Countywide jurisdiction District Court, legislated as "Kalamazoo County Eighth Judicial District Court". There are seven Judges elected for six-year terms.

The District Court has original jurisdiction on criminal felony cases; general jurisdiction over criminal misdemeanors, traffic misdemeanors, traffic civil infractions, general civil cases where the contested amount is \$25,000 or less, small claim cases, and summary proceedings.

Magistrates assist the judiciary by presiding over arraignments, informal hearings and small claims cases. They issue arrest and search warrants, set bail, accept pleas, impose sentences and perform marriages.

The Probation Department supervises a large number of offenders sentenced to a term of probation for misdemeanor crimes. They prepare sentence recommendations to the Judges and ensure offenders are held accountable to the terms of the Court's Order. Many probation officers also participate in more specialized programs such as Mental Health Court, Sobriety Court, and Domestic Violence Court Review (DVCR).

Court Clerk Offices are in each District Court location: North location, 227 W. Michigan Avenue; Crosstown location, 150 E. Crosstown; South location, 7810 Shaver Road. Citizens may conduct court business in the location most convenient to them. All cases, tickets, money and documents are processed by Deputy Clerks in these busy offices. More than 100,000 clients are served each year.

Administrative staff is responsible for all business functions of District Court which includes case flow management, personnel administration, budgeting and finance, records and facility's management, and technologies to enhance operational efficiencies.

## District Court

### Schedule of Estimated Expenditures

101-136

#### SALARIES

|        |                             |    |               |              |
|--------|-----------------------------|----|---------------|--------------|
| 703.01 | Salaries, Elected Officials | \$ | 320,100       |              |
| 704.00 | Salaries, Other             |    | 2,494,700     |              |
| 704.29 | Salaries, FOP               |    | <u>64,600</u> | \$ 2,879,400 |

#### FRINGE BENEFITS

|        |                              |    |               |              |
|--------|------------------------------|----|---------------|--------------|
| 710.00 | Fringe Benefits              | \$ | 1,027,400     |              |
| 710.01 | Non Kal Flex Fringe Benefits |    | <u>36,800</u> | \$ 1,064,200 |

#### DIRECT OPERATING

|        |                                   |    |         |  |
|--------|-----------------------------------|----|---------|--|
| 725.00 | Parking Fees                      | \$ | 400     |  |
| 727.00 | Printing & Binding                |    | 45,000  |  |
| 728.00 | Postage                           |    | 100,000 |  |
| 729.00 | Copy Charges                      |    | 25,000  |  |
| 730.00 | Office Supplies                   |    | 45,000  |  |
| 730.17 | Office Supplies – Small Equipment |    | 30,000  |  |
| 732.20 | Law Books/Periodicals             |    | 10,000  |  |
| 804.00 | Jury Fees                         |    | 37,000  |  |
| 805.00 | Witness Fees                      |    | 14,000  |  |
| 806.02 | Court Appointed Appeal            |    | 6,000   |  |
| 806.06 | Court Appointed Attorney          |    | 400,000 |  |
| 807.01 | Association Dues & Memberships    |    | 6,400   |  |
| 808.00 | Contractual Services              |    | 20,000  |  |
| 808.06 | Data Processing                   |    | 104,000 |  |
| 808.36 | Interpreting Services             |    | 20,000  |  |
| 824.01 | Filing Fees                       |    | 20,000  |  |
| 849.00 | Internal Communications Expense   |    | 70,000  |  |
| 850.00 | Communications Expense            |    | 10,000  |  |
| 860.00 | Travel                            |    | 8,000   |  |
| 895.05 | Bank Card Fees                    |    | 22,000  |  |
| 911.00 | Insurance                         |    | 1,000   |  |
| 931.00 | Equipment Maintenance             |    | 41,000  |  |

**District Court (continued)**

|                                     |                       |                 |                            |
|-------------------------------------|-----------------------|-----------------|----------------------------|
| 931.13                              | City Maintenance Fees | 145,000         |                            |
| 940.00                              | Building Rental       | 75,000          |                            |
| 941.00                              | Equipment Rent/Lease  | 2,200           |                            |
| 956.00                              | Employee Training     | 20,000          |                            |
| 957.00                              | Miscellaneous         | 2,500           |                            |
| 957.19                              | Budget Reduction      | <u>-150,000</u> | \$ <u>1,129,500</u>        |
| <b>Total Estimated Expenditures</b> |                       |                 | \$ <b><u>5,073,100</u></b> |

**Authorized Positions**

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>          |
|-----------------------------------|------------------|---------------------|
| District Court Judge              | EO               | 7.0                 |
| District Court Administrator      | M8               | 1.0                 |
| District Court Services Director  | M4               | 1.0                 |
| Deputy Court Manager              | M3               | 2.0                 |
| Financial Services Director       | M3               | 1.0                 |
| Attorney Magistrate III           | P13              | 0.25                |
| Attorney Magistrate II            | P12              | 1.0                 |
| Probation Officer                 | P9               | 6.4                 |
| Systems Analyst                   | P9               | 1.0                 |
| Collection Officer                | P7               | 2.0                 |
| Court Accountant                  | P6               | 1.0                 |
| Court Recorder/Judicial Aide      | P6               | 7.0                 |
| Deputy/CO II                      | F19              | 1.0                 |
| Operations Coordinator            | T8               | 1.0                 |
| Swing Senior Deputy Clerk         | D21              | 2.0                 |
| Bench Clerk                       | D21              | 6.0                 |
| Senior Deputy Clerk/Lein          | D16              | 2.0                 |
| Magistrate Assistant              | D16              | 2.0                 |
| Senior Deputy Clerk               | D15              | 21.0                |
| Probation Assistant               | D15              | <u>3.0</u>          |
| <b>Total Authorized Positions</b> |                  | <b><u>68.65</u></b> |



## Jury Board

### Schedule of Estimated Expenditures

101-145

DIRECT OPERATING

|        |                                     |    |            |                        |
|--------|-------------------------------------|----|------------|------------------------|
| 727.00 | Printing & Binding                  | \$ | 3,000      |                        |
| 728.00 | Postage                             |    | 100        |                        |
| 808.47 | Jury Board                          |    | <u>200</u> | \$ <u>3,300</u>        |
|        | <b>Total Estimated Expenditures</b> |    |            | \$ <b><u>3,300</u></b> |

**Department: Probate Court**

**Function: Judicial**

Through the enactment of various statutes, the legislature has defined the work of the Probate Court. The jurisdiction of the Court includes, but is not limited to:

- Settlement of estates of deceased persons;
- Proceedings concerning trusts;
- Proceedings to determine heirs in separate proceedings;
- Concurrent jurisdiction regarding civil matters pertaining to estates;
- Proceedings to appoint guardians for adult individuals who are legally incapacitated;
- Proceedings to appoint partial and/or plenary guardians of the person and of the estate for individuals who are developmentally disabled;
- Proceedings to appoint conservators for protected individuals;
- Proceedings to issue protective orders;
- Proceedings to appoint full and/or limited guardians of minor children;
- Proceedings to appoint conservators for minor children;
- Proceedings to determine an adult person's need of treatment for mental illness;
- Establish death of an accident or disaster victim;
- Proceedings under the Uniform Gift to Minors Act;
- Proceedings under the Durable Power of Attorney for Health Care;
- Examination of safe deposit boxes;
- Proceedings to establish a delayed registration of foreign birth;
- Proceedings to issue non-identifying information from adoption files prior to January 1, 1998;
- Proceedings to appoint confidential intermediaries in adoption files prior to January 1, 1998;
- Proceedings to approve settlement of wrongful death claim;

## **Probate Court - Judicial (continued)**

- Proceedings pursuant to:
  - The Do Not Resuscitate Act;
  - Secret marriages;
  - Notary public applications;
  - Registration of Trusts;
  - Depository of wills for safekeeping;
  - Statutory deposit of wills following death.

## Probate Court

### Schedule of Estimated Expenditures

101-148

#### SALARIES

|        |                             |    |                |            |
|--------|-----------------------------|----|----------------|------------|
| 703.01 | Salaries, Elected Officials | \$ | 139,900        |            |
| 704.00 | Salaries, Other             |    | <u>367,300</u> | \$ 507,200 |

#### FRINGE BENEFITS

|        |                 |  |  |            |
|--------|-----------------|--|--|------------|
| 710.00 | Fringe Benefits |  |  | \$ 185,100 |
|--------|-----------------|--|--|------------|

#### DIRECT OPERATING

|        |                                   |    |        |  |
|--------|-----------------------------------|----|--------|--|
| 727.00 | Printing & Binding                | \$ | 5,300  |  |
| 728.00 | Postage                           |    | 7,500  |  |
| 729.00 | Copy Charges                      |    | 5,100  |  |
| 730.00 | Office Supplies                   |    | 8,000  |  |
| 730.17 | Office Supplies – Small Equipment |    | 2,000  |  |
| 731.02 | Microfilm Processing              |    | 1,500  |  |
| 731.03 | Microfilm Storage                 |    | 100    |  |
| 732.20 | Law Books/Periodicals/Research    |    | 10,000 |  |
| 802.00 | Medical & Guard. Adlitem          |    | 50,000 |  |
| 802.03 | Guardianship Expenses             |    | 5,500  |  |
| 803.00 | Transcripts                       |    | 500    |  |
| 804.00 | Jury Duty                         |    | 2,000  |  |
| 805.00 | Witness Fees                      |    | 2,000  |  |
| 808.00 | Contractual Service               |    | 5,000  |  |
| 808.46 | Visiting Judges                   |    | 700    |  |
| 808.52 | Probate Advocate                  |    | 2,000  |  |
| 819.04 | JIS User Fees                     |    | 19,000 |  |
| 849.00 | Internal Communications Expense   |    | 15,000 |  |
| 850.00 | Communications Expense            |    | 2,900  |  |
| 860.00 | Travel                            |    | 6,100  |  |
| 895.01 | Bank Fees                         |    | 600    |  |
| 931.00 | Equipment Maintenance             |    | 13,100 |  |
| 931.13 | City Maintenance Fees             |    | 35,000 |  |
| 940.00 | Building Rental                   |    | 25,000 |  |
| 941.00 | Equipment Rent/Lease              |    | 6,000  |  |
| 955.00 | Contingency                       |    | 5,500  |  |

**Probate Court (continued)**

|                                     |                   |                |                          |
|-------------------------------------|-------------------|----------------|--------------------------|
| 956.00                              | Employee Training | 13,400         |                          |
| 957.00                              | Miscellaneous     | 100            |                          |
| 957.19                              | Budget Reduction  | <u>-20,000</u> | \$ <u>228,900</u>        |
| <b>Total Estimated Expenditures</b> |                   |                | \$ <b><u>921,200</u></b> |

**Authorized Positions**

| <u>Position Title</u>                        | <u>Pay Grade</u> | <u>FTE</u>        |
|--|------------------|-------------------|
| Probate Court Judge                          | EO               | 1.0               |
| Court Administrator/Probate Register/Referee | M6               | 1.0               |
| Dep Court Adm/Chief Deputy Probate Register  | M1               | 1.0               |
| Probate Court Services Specialist            | P7               | 0.5               |
| Court Recorder/Judicial Aide                 | P6               | 1.0               |
| Deputy Register                              | T8               | <u>4.0</u>        |
| <b>Total Authorized Positions</b>            |                  | <b><u>8.5</u></b> |

**Department:           Adult Probation**

**Function:               Judicial**

The Kalamazoo Probation/Parole office provides investigation and supervision services as ordered by Circuit Court.

The law requires that, prior to sentencing, a comprehensive background investigation be completed on each felony offender. This presentence investigation is completed by an Agent of the Kalamazoo Probation/Parole office. The reports contain clear, concise and accurate data so the sentencing judge may select the most appropriate sentence.

An Agent of the Kalamazoo Probation/Parole Office supervises persons placed on probation by the Circuit Court. The Agent enforces the conditions of probation, monitors behavior, and provides referrals to other agencies as needed. As part of supervising and managing the probation caseload, Agents enforce payment of court ordered restitution, attorney fees, court costs, fines, State costs and supervision fees. Those payments help reimburse crime victims for financial loss, hold offenders responsible for their criminal acts, and repay the County for expenses incurred in operating the Circuit Court.

## Adult Probation

### Schedule of Estimated Expenditures

101-151

DIRECT OPERATING

|        |                                     |    |        |                         |
|--------|-------------------------------------|----|--------|-------------------------|
| 728.00 | Postage                             | \$ | 2,400  |                         |
| 729.00 | Copy Charges                        |    | 8,300  |                         |
| 730.00 | Office Supplies                     |    | 11,500 |                         |
| 849.00 | Internal Communications Expense     |    | 17,500 |                         |
| 850.00 | Communications Expense              |    | 1,000  |                         |
| 931.00 | Equipment Maintenance               |    | 4,000  |                         |
| 941.00 | Equipment Rent/Lease                |    | 6,000  | \$ <u>50,700</u>        |
|        | <b>Total Estimated Expenditures</b> |    |        | \$ <u><b>50,700</b></u> |

**Department: Elections**

**Function: Elections**

The Board of Election Commissioners consists of the Senior Probate Judge as Chairperson, the County Clerk and the County Treasurer.

State law requires this Board to supervise the preparation of ballots for National, State, and County elections. This includes the examination and preliminary verification of filing petitions of County candidates and the setting up of the ballot. The clerical work is done by the staff of the County Clerk.

The County Clerk and the Elections Specialist are responsible for all major election related activities in Kalamazoo County, including:

- Preparation of all ballots and computer programming of all elections held in Kalamazoo County;
- Arranging for election related supplies for all municipalities in Kalamazoo County;
- Election Inspector Training for all municipalities with under 5,000 registered voters. Larger municipalities often use the Election Inspector Training offered by the County Clerk;
- Preparation and negotiation of election agreements with all public school districts within Kalamazoo County;
- Arranging and coordinating the activities of the Board of County Canvassers;
- Distribution of voter registration forms to all municipalities in Kalamazoo County;
- Preparation of all election public notices on behalf of all municipalities in Kalamazoo County.



**Department: County Clerk/Register of Deeds**

**Function: General Services Administration**

The County Clerk/Register of Deeds office is open from 8:00 a.m. to 4:30 p.m. daily. The offices of County Clerk and Register of Deeds were combined by action of the Board of Commissioners effective January 1, 1985.

As County Clerk, the Clerk/Register issues, maintains and preserves all County records, some of which date back to 1831. Within the vital statistics area, types of documents include:

- Birth and death records
- Marriage licenses
- Assumed names
- Partnerships
- Military discharges
- Concealed Weapons Permits
- Notary Public commissions
- Official minutes of the Board of Commissioners

The County Clerk/Register is Clerk to the Circuit Court and maintains and preserves all court cases and records thereof.

The County Clerk/Register serves as Clerk to the County Board of Commissioners and is clerk or member of the following boards:

- County Board of Canvassers (clerk)
- Apportionment Commission (member)
- Concealed Weapons Licensing Board (clerk)
- County Election Commission (member)
- County Road Commission (clerk)
- County Plat Board (member)

The County Clerk/Register is the administrator of all County elections.

## **County Clerk/Register of Deeds (continued)**

In the capacity of Register of Deeds, the Clerk/Register is responsible for the processing of all legal documents concerning land records, such as:

- All types of deeds
- All types of mortgages
- State and Federal tax liens
- State of Michigan Employment Security Commission tax liens
- Any type of judgments
- Plats and plat restrictions
- Discharges of mortgages
- Oil and gas leases
- Any other type of lease
- Uniform Commercial Code filings
- Sheriff's Deeds and County Clerk's Deeds

Three title companies in Kalamazoo County have direct access to the Register of Deeds electronic files through the Internet. They also receive copies of electronic images. The Equalization Department also has access to electronic files. Cities and townships are supplied with copies of land transfers recorded daily.

## County Clerk/Register of Deeds

### Schedule of Estimated Expenditures

101-219

#### SALARIES

|        |                             |    |                |            |
|--------|-----------------------------|----|----------------|------------|
| 703.01 | Salaries, Elected Officials | \$ | 88,300         |            |
| 704.00 | Salaries, Other             |    | <u>345,100</u> | \$ 433,400 |

#### FRINGE BENEFITS

|        |                 |  |  |            |
|--------|-----------------|--|--|------------|
| 710.00 | Fringe Benefits |  |  | \$ 158,200 |
|--------|-----------------|--|--|------------|

#### DIRECT OPERATING

|        |                                 |    |        |                  |
|--------|---------------------------------|----|--------|------------------|
| 727.00 | Printing & Binding              | \$ | 15,500 |                  |
| 728.00 | Postage                         |    | 10,500 |                  |
| 729.00 | Copy Charges                    |    | 3,500  |                  |
| 730.00 | Office Supplies                 |    | 7,000  |                  |
| 808.85 | Records Conversion              |    | 2,000  |                  |
| 816.00 | Plat Inspections                |    | 300    |                  |
| 849.00 | Internal Communications Expense |    | 7,000  |                  |
| 850.00 | Communications Expense          |    | 500    |                  |
| 860.00 | Travel                          |    | 2,000  |                  |
| 895.01 | Bank Fees                       |    | 4,000  |                  |
| 931.00 | Equipment Maintenance           |    | 3,000  |                  |
| 931.12 | Records Preservation            |    | 2,000  |                  |
| 956.00 | Employee Training               |    | 2,500  |                  |
| 957.00 | Miscellaneous                   |    | 500    |                  |
| 957.19 | Budget Reduction                |    | -3000  | \$ <u>57,300</u> |

|                                     |  |  |  |                          |
|-------------------------------------|--|--|--|--------------------------|
| <b>Total Estimated Expenditures</b> |  |  |  | <b>\$ <u>648,900</u></b> |
|-------------------------------------|--|--|--|--------------------------|

## County Clerk/Register of Deeds (continued)

### Authorized Positions

| <u>Position Title</u>                    | <u>Pay Grade</u> | <u>FTE</u>         |
|--|------------------|--------------------|
| Clerk/Register                           | M7               | 1.0                |
| Chief Deputy Clerk/ROD Vital Rec Manager | M2               | 1.0                |
| Land Documents Manager                   | T8               | 1.0                |
| Official Document Specialist             | T6               | <u>8.5</u>         |
| <b>Total Authorized Positions</b>        |                  | <b><u>11.5</u></b> |

## Resource Development

### Schedule of Estimated Expenditures

101-222

SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 36,700 |
|--------|-----------------|----|--------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 13,400 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                                 |    |       |          |
|--------|---------------------------------|----|-------|----------|
| 727.00 | Printing & Binding              | \$ | 200   |          |
| 728.00 | Postage                         |    | 200   |          |
| 729.00 | Copy Charges                    |    | 400   |          |
| 730.00 | Office Supplies                 |    | 400   |          |
| 808.00 | Contractual Service             |    | 500   |          |
| 849.00 | Internal Communications Expense |    | 1,000 |          |
| 850.00 | Communications Expense          |    | 600   |          |
| 860.00 | Travel                          |    | 200   |          |
| 956.00 | Employee Training               |    | 300   |          |
| 957.74 | Workshop Expenses               |    | 100   | \$ 3,900 |

|                                     |           |                      |
|-------------------------------------|-----------|----------------------|
| <b>Total Estimated Expenditures</b> | <b>\$</b> | <b><u>54,000</u></b> |
|-------------------------------------|-----------|----------------------|

#### Authorized Positions

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u> |
|-----------------------------------|------------------|------------|
| Resource Development Coordinator  | P9               | 1.0        |
| <b>Total Authorized Positions</b> |                  | <b>1.0</b> |

**Department: Office of Finance**

**Function: General Services Administration**

The Office of Finance operates under the supervision of the County Administrator. In that capacity, the Office is responsible for coordinating and administering all financial operations of the County through the Board of Commissioners. Also, it is specifically responsible for the following:

1. Budgeting and financial planning activities for the Board of Commissioners and departments;
2. Accounting requirements for all County operating funds, special purpose construction, and operating grant funds, trust funds, and other funds which are deposited with the Kalamazoo County Treasurer;
3. Grant financial administration including monitoring of expenditures, financial reporting, and resolution of audit exceptions;
4. Payroll and payroll reporting;
5. Administration of the County Retirement System and other Post Retirement Benefits;
6. Oversight and administration of the county's financial systems software.

## Office of Finance

### Schedule of Estimated Expenditures

101-223

#### SALARIES

|        |                    |    |                |            |
|--------|--------------------|----|----------------|------------|
| 703.06 | Salaries, Director | \$ | 112,200        |            |
| 704.00 | Salaries, Other    |    | <u>472,800</u> | \$ 585,000 |

#### FRINGE BENEFITS

|        |                 |  |  |            |
|--------|-----------------|--|--|------------|
| 710.00 | Fringe Benefits |  |  | \$ 213,500 |
|--------|-----------------|--|--|------------|

#### DIRECT OPERATING

|        |                                   |    |              |                   |
|--------|-----------------------------------|----|--------------|-------------------|
| 727.00 | Printing & Binding                | \$ | 5,000        |                   |
| 728.00 | Postage                           |    | 5,400        |                   |
| 729.00 | Copy Charges                      |    | 9,500        |                   |
| 730.00 | Office Supplies                   |    | 6,500        |                   |
| 730.17 | Office Supplies – Small Equipment |    | 2,000        |                   |
| 807.00 | Subscriptions                     |    | 2,200        |                   |
| 807.01 | Association Dues & Memberships    |    | 1,800        |                   |
| 808.00 | Contractual Services              |    | 12,000       |                   |
| 814.00 | Auditing Services                 |    | 111,000      |                   |
| 819.02 | Licensing Fees                    |    | 62,400       |                   |
| 849.00 | Internal Communications Expense   |    | 11,100       |                   |
| 850.00 | Communications Expense            |    | 1,900        |                   |
| 860.00 | Travel                            |    | 500          |                   |
| 931.00 | Equipment Maintenance             |    | 2,000        |                   |
| 956.00 | Employee Training                 |    | <u>5,000</u> | \$ <u>238,300</u> |

|                                     |  |  |  |                            |
|-------------------------------------|--|--|--|----------------------------|
| <b>Total Estimated Expenditures</b> |  |  |  | <b>\$ <u>1,036,800</u></b> |
|-------------------------------------|--|--|--|----------------------------|

**Office of Finance (continued)**

**Authorized Positions**

| <u>Position Title</u>                | <u>Pay Grade</u> | <u>FTE</u>         |
|--------------------------------------|------------------|--------------------|
| Director of Finance & Admin Services | M9               | 1.0                |
| Deputy Finance Director              | M6               | 1.0                |
| Financial Operations Manager         | M4               | 1.0                |
| Senior Accountant                    | P10              | 2.0                |
| Payroll/Retirement Systems Spec      | P9               | 1.0                |
| Financial Grants Coordinator         | P8               | 1.0                |
| Administrative Assistant             | T7               | 1.0                |
| Accounting Records Coordinator       | T7               | 1.0                |
| Senior Finance Clerk                 | T6               | <u>1.8</u>         |
| <b>Total Authorized Positions</b>    |                  | <b><u>10.8</u></b> |

**Department: Equalization**

**Function: General Services Administration**

The primary function of this department is to survey assessments in the various townships and cities and assist the Board of Commissioners in matters of County equalization.

General and statutory duties as set forth in M.C.L. 211.34, M.S.A. 7.52 are as follows:

1. To annually furnish documented valuation data and corresponding assessment levels for each of the County's nineteen assessment jurisdictions by property class to the County Commissioners, including preparing and defending as necessary an annual Equalization Report in the spring of each year.
2. To audit and project the various assessment jurisdictions' valuations by utilizing assessment levels found from sample surveys and to publish in a newspaper of general circulation the level (ratio) and resulting factor (multiplier) to uniformly equalize each township and each city at fifty percent of true cash value as required by law.
3. To determine the inflationary valuation increases for each class of property by each assessment jurisdiction and taxing authority for compliance with Proposal A constitutional amendment (Section 31, Article 9) millage reduction requirements as compared to the United States Department of Labor Average consumer Price Index (CPI).
4. To assist the assessing officers, with Board approval or directive, in the performance of any duties imposed upon such officers by law.
5. To develop and maintain a training program for the assessing officers and promote the use of uniform standards and techniques for the assessment of property.

## **Equalization (continued)**

The Equalization Department also:

1. Assists the County in compiling the Apportionment Report for all property tax levies; maintains a file of tax rates by school district; and acts as a central source of information and liaison office between the State Tax Commission, and the County Board, the Assessor and his Board of Review, the general public, and all assessment and taxing jurisdiction officials.
2. May recommend assessed valuations, under present law, of individual properties to the local assessor, but the actual assessment remains the responsibility of the local assessor.

In order to adequately perform its function for the Board and various agencies, the Department must keep abreast of current appraisal technology and practices, the real estate market, economic conditions, accounting methods, depreciation schedules, and Michigan's property tax laws.

This department works under the general supervision of the Finance Director.



**Department: Human Resources**

**Function: General Services Administration**

The Human Resources Department is responsible for the administration of the County's personnel system and maintaining the official records of County employees. This Department works under the general supervision of the Director of Administrative Services, and its specific responsibilities include:

1. Maintenance of a job classification system for all County positions;
2. Wage and salary system administration for all County employees;
3. Recruitment of job applicants through advertising, the Employment Opportunities Bulletin, the website, and the Job Opportunities phone line;
4. Administration and maintenance of records for unemployment claims and costs;
5. Administration of the safety, ergonomic and workers' compensation programs;
6. Development, application, and maintenance of personnel policies and procedures, including FMLA;
7. Administration of collective bargaining agreements and coordination of County and contractual labor attorney firm(s);
8. Development and administration of employee benefit programs;
9. Development and administration of employee wellness program;
10. Development and administration of retiree benefit programs;
11. Administration and maintenance of employee personnel and medical files;
12. Administration and maintenance of retiree medical files;
13. Development and implementation of training and new employee orientation programs;
14. Promotion of effective communications;
15. Administration of performance appraisal system;
16. Coordination of County-wide security and issuance of building access card

## Human Resources

### Schedule of Estimated Expenditures

101-226

#### SALARIES

|        |                   |    |                |            |
|--------|-------------------|----|----------------|------------|
| 703.08 | Salaries, Manager | \$ | 92,000         |            |
| 704.00 | Salaries, Other   |    | <u>211,700</u> | \$ 303,700 |

#### FRINGE BENEFITS

|        |                 |  |  |            |
|--------|-----------------|--|--|------------|
| 710.00 | Fringe Benefits |  |  | \$ 110,900 |
|--------|-----------------|--|--|------------|

#### DIRECT OPERATING

|        |                                 |    |              |                   |
|--------|---------------------------------|----|--------------|-------------------|
| 720.00 | Physical Exams                  | \$ | 18,100       |                   |
| 727.00 | Printing & Binding              |    | 700          |                   |
| 728.00 | Postage                         |    | 4,600        |                   |
| 729.00 | Copy Charges                    |    | 7,500        |                   |
| 730.00 | Office Supplies                 |    | 6,000        |                   |
| 748.00 | Badging Supplies                |    | 2,500        |                   |
| 806.00 | Legal Services                  |    | 100,000      |                   |
| 808.00 | Contractual Service             |    | 8,400        |                   |
| 808.45 | Security & Background Checks    |    | 2,200        |                   |
| 849.00 | Internal Communications Expense |    | 6,500        |                   |
| 860.00 | Travel                          |    | 2,100        |                   |
| 901.00 | Advertising                     |    | 50,000       |                   |
| 931.00 | Equipment Maintenance           |    | 200          |                   |
| 956.00 | Employee Training               |    | 6,000        |                   |
| 956.26 | Affirmative Action              |    | 10,000       |                   |
| 957.00 | Miscellaneous                   |    | 100          |                   |
| 957.35 | Newsletter Program              |    | 2,600        |                   |
| 957.79 | Safety Program                  |    | <u>5,000</u> | \$ <u>232,500</u> |

|                                     |  |  |  |                          |
|-------------------------------------|--|--|--|--------------------------|
| <b>Total Estimated Expenditures</b> |  |  |  | <b>\$ <u>647,100</u></b> |
|-------------------------------------|--|--|--|--------------------------|

## Human Resources (continued)

### Authorized Positions

| <u>Position Title</u>                  | <u>Pay Grade</u> | <u>FTE</u>        |
|--|------------------|-------------------|
| Human Resources Director               | M7               | 1.0               |
| Human Resources Assistant Director     | M4               | 1.0               |
| Benefits Administrator                 | P9               | 1.0               |
| Employment and Compensation Specialist | P9               | 1.0               |
| Human Resources Assistant              | T7               | 1.0               |
| Administrative Assistant/Receptionist  | T6               | <u>.50</u>        |
| <b>Total Authorized Positions</b>      |                  | <b><u>5.5</u></b> |

**Department: Information Systems**

**Function: General Services Administration**

The Information Systems Department is responsible for analyzing, planning, managing, implementing and maintaining information and technology based systems for all County departments. This includes hardware, software and infrastructure for networking and telecommunications systems as well as support services in these areas. Assistance is provided to departments in driving IT innovation, aligning IT strategies and supporting business change initiatives, improvements and efficiencies thru technology. This includes services such as:

- Enterprise Network configuration, administration and support;
- Telecommunications Network configuration, administration and support;
- Analysis and management of technology initiatives (i.e. GIS, Disaster Recovery, etc.);
- Infrastructure management (i.e. Fiber/Wiring, Routers, Switches, Firewalls, Servers, etc.);
- Application development and support;
- Data management and support;
- Web development and management;
- Management of external vendors, outsourcing arrangements and maintenance/service agreements;
- Security administration and management;
- Help desk support;
- Coordination of technology based employee training needs.

Information Systems also assists departments with security policies and procedures for compliancy with State and Federal security guidelines such as CJIS/MSP security requirements for justice data and HIPAA (Health Insurance Portability and Accountability Act) privacy and security regulations.

## Information Systems

### Schedule of Estimated Expenditures

101-228

SALARIES

|        |                    |    |                |            |
|--------|--------------------|----|----------------|------------|
| 703.06 | Salaries, Director | \$ | 109,900        |            |
| 704.00 | Salaries, Other    |    | <u>555,800</u> | \$ 665,700 |

FRINGE BENEFITS

|        |                 |  |  |            |
|--------|-----------------|--|--|------------|
| 710.00 | Fringe Benefits |  |  | \$ 243,000 |
|--------|-----------------|--|--|------------|

DIRECT OPERATING

|        |                                 |    |              |                  |
|--------|---------------------------------|----|--------------|------------------|
| 727.00 | Printing & Binding              | \$ | 200          |                  |
| 728.00 | Postage                         |    | 300          |                  |
| 729.00 | Copy Charges                    |    | 1,200        |                  |
| 730.00 | Office Supplies                 |    | 3,700        |                  |
| 849.00 | Internal Communications Expense |    | 9,500        |                  |
| 850.00 | Communications Expense          |    | 100          |                  |
| 860.00 | Travel                          |    | 6,600        |                  |
| 956.00 | Employee Training               |    | 18,500       |                  |
| 957.00 | Miscellaneous                   |    | 1,500        |                  |
| 968.01 | Computer Related Acq.           |    | <u>2,000</u> | \$ <u>43,600</u> |

|                                     |  |           |                       |
|-------------------------------------|--|-----------|-----------------------|
| <b>Total Estimated Expenditures</b> |  | <b>\$</b> | <b><u>952,300</u></b> |
|-------------------------------------|--|-----------|-----------------------|

### Authorized Positions

| <u>Position Title</u>                | <u>Pay Grade</u> | <u>FTE</u> |
|--------------------------------------|------------------|------------|
| Information Systems Director         | M8               | 1.0        |
| Information Systems Manager          | M6               | 1.0        |
| Senior Enterprise Specialist/Analyst | P10              | 4.6        |
| Enterprise Specialist/Analyst        | P9               | 3.0        |
| Support/Telecom Specialist           | P7               | <u>.10</u> |

|                                   |  |                   |
|-----------------------------------|--|-------------------|
| <b>Total Authorized Positions</b> |  | <b><u>9.7</u></b> |
|-----------------------------------|--|-------------------|

**Department: Prosecuting Attorney**

**Function: Law Enforcement and Public Safety**

The Prosecuting Attorney is the Chief Law Enforcement Officer for Kalamazoo County. The Office was initially created by the Michigan Constitution. The responsibilities and authority of the Prosecutor are established by common law, statute, court rule and appellate case law. Adult criminal matters represent a major portion of the prosecution effort and the Kalamazoo County Prosecutor's Office handled over 10,000 criminal cases in 2010. A growing list of additional responsibilities and the role of the Prosecutor are now defined in over 700 separate statutes and court rules in Michigan. The following describes only the general functions of the Kalamazoo County Prosecuting Attorney's Office:

Circuit Court - The Prosecutor's jurisdiction over criminal matters encompasses all State statute felonies committed within the boundaries of Kalamazoo County. A felony is a criminal offense that is punishable by imprisonment in excess of one year and includes such charges as home invasion, car theft, drug trafficking, sexual assault, armed robbery and murder. The Circuit Court Team handles the prosecution of these felonies once the cases have been bound over to Circuit Court for trial. In addition, the Circuit Court Team handles all appeals that are filed following a conviction. This includes all post conviction motions filed in the Circuit Court as well as all appeals filed in both the Michigan Court of Appeals and the Michigan Supreme Court.

Family Court - The Family Court Division of the Prosecutor's Office discharges additional duties aimed at protecting and assisting the children of Kalamazoo County. Prosecutors work closely with representatives of Children's Protective Services to address in court the behavior of parents who abuse or neglect the welfare of their children. In addition, some members of the Family Court Division work under a reimbursement program from the State to hold accountable non-custodial parents who are not meeting their legal obligation to financially support their children. The Prosecutor's Office obtains court orders requiring this financial support from the parents and thus reduces the burden to taxpayers for the support of these children. This Team is also responsible for representing the community in all juvenile delinquency proceedings held within the County. A delinquency proceeding results when a juvenile under the age of 17 violates the criminal law. Assistant Prosecutors review police investigations of these violations to determine whether the juveniles will be brought before the Family Court on delinquency charges and prosecute the cases at all subsequent hearings.

## **Prosecuting Attorney (continued)**

District Court – The District Court Division coordinates and oversees the work done in the office to review police investigations and bring formal criminal charges against adult offenders. The members of this Division also handle the prosecutions of misdemeanor cases in the District Court in Kalamazoo County. A misdemeanor is a criminal offense that is punishable by a term of imprisonment of one year or less and includes such charges as drunk driving, driving with a suspended license, domestic violence, assault and battery, and larceny. The District Court Division also prosecutes the preliminary hearings on felony cases and represents petitioners at mental commitment hearings in the Probate Court.

As the Chief Law Enforcement Officer in Kalamazoo County, the Prosecutor fills an important leadership role in the criminal justice system. Because of this unique and pivotal position he is able to initiate system wide improvements and work with other organizations for constructive change. The Prosecutor's Office has been proactive in the community in a variety of specialized programs designed to improve public safety, such as Balanced and Restorative Justice Programs, Drug and Alcohol Treatment Courts, the Kalamazoo Assault Intervention Program, the Community Corrections Advisory Board, the Domestic Violence Fatality Review Board, and the Child Death Review Team, Mental Health Recovery Court and K-PEP.

## Prosecuting Attorney

### Schedule of Estimated Expenditures

101-229

#### SALARIES

|        |                             |    |                  |              |
|--------|-----------------------------|----|------------------|--------------|
| 703.01 | Salaries, Elected Officials | \$ | 137,700          |              |
| 704.00 | Salaries, Other             |    | <u>1,445,200</u> | \$ 1,582,900 |

#### FRINGE BENEFITS

|        |                 |  |  |            |
|--------|-----------------|--|--|------------|
| 710.00 | Fringe Benefits |  |  | \$ 577,800 |
|--------|-----------------|--|--|------------|

#### DIRECT OPERATING

|        |                                  |    |                |                   |
|--------|----------------------------------|----|----------------|-------------------|
| 727.00 | Printing & Binding               | \$ | 20,000         |                   |
| 728.00 | Postage                          |    | 22,500         |                   |
| 729.00 | Copy Charges                     |    | 6,000          |                   |
| 730.00 | Office Supplies                  |    | 32,600         |                   |
| 730.08 | Subpoena-by-Mail                 |    | 5,000          |                   |
| 732.20 | Law Books/Periodicals            |    | 35,000         |                   |
| 803.01 | Steno/Transcripts                |    | 3,000          |                   |
| 805.00 | Witness Fees                     |    | 30,000         |                   |
| 805.04 | CCFD Witness Fees                |    | 4,000          |                   |
| 805.05 | CCFD Expert Witness Fees         |    | 5,000          |                   |
| 806.01 | Appellate & Extradition          |    | 4,000          |                   |
| 807.01 | Association Dues & Memberships   |    | 11,000         |                   |
| 808.16 | Appointed Prosecutor             |    | 500            |                   |
| 808.27 | Process of Service               |    | 500            |                   |
| 819.02 | Licensing Fees                   |    | 24,300         |                   |
| 849.00 | Internal Communications Expense  |    | 28,000         |                   |
| 850.00 | Communications Expense           |    | 1,000          |                   |
| 860.00 | Travel                           |    | 11,000         |                   |
| 931.00 | Equipment Maintenance            |    | 4,000          |                   |
| 941.00 | Equipment Rent/Lease             |    | 9,000          |                   |
| 956.00 | Employee Training                |    | 5,000          |                   |
| 957.00 | Miscellaneous                    |    | 2,000          |                   |
| 957.19 | Budget Reduction                 |    | -17,700        |                   |
| 999.15 | Transfer to Pros Coop Reim Grant |    | <u>137,500</u> | \$ <u>383,200</u> |

**Total Estimated Expenditures**

**\$ 2,543,900**

**Prosecuting Attorney (continued)**

**Authorized Positions**

| <u>Position Title</u>                | <u>Pay Grade</u> | <u>FTE</u>                |
|--------------------------------------|------------------|---------------------------|
| Prosecuting Attorney                 | M10              | 1.0                       |
| Chief Assistant Prosecuting Attorney | M9               | 1.0                       |
| Division Chief                       | M7               | 3.0                       |
| Prosecutor Administrator             | M6               | 1.0                       |
| Assistant Prosecuting Attorney III   | P13              | 5.0                       |
| Assistant Prosecuting Attorney II    | P12              | 1.0                       |
| Assistant Prosecuting Attorney I     | P11              | 2.0                       |
| Victim Advocate                      | P8               | 1.0                       |
| Operations Coordinator               | P7               | 1.0                       |
| Technical Trial Assistant            | T8               | 1.0                       |
| Senior Legal Assistant               | T7               | 2.5                       |
| Legal Assistant I – District/Circuit | T7               | 1.0                       |
| District/Circuit Clerk               | T5               | 0.5                       |
| Legal Secretary - Word Processing    | T5               | 1.0                       |
| Legal Assistant I – Charging Desk    | T5               | <u>0.5</u>                |
| <b>Total Authorized Positions</b>    |                  | <b><u><u>22.5</u></u></b> |

**Department: Purchasing**

**Function: General Services Administration**

The Purchasing Function is that area of County Government which purchases equipment, materials, supplies and services for all County departments at the quality needed for the most economical prices. This is done by seeking competitive bids and quotations from vendors interested in serving the County.

Other functions of the department are:

- Maintaining a list of potential bidders;
- Implementing the County's Minority and Women Business Policy by seeking out minority and women-owned vendors and providing them the opportunity to bid on County projects and supplies;
- Providing a method of internal control over expenditures, including development and maintenance of purchasing policies and procedures;
- Maintaining the fixed asset inventory system and the vehicle inventory;
- Serving as the administrative department for the Kalamazoo County Building Authority.

The Purchasing Function works under the general supervision of the Deputy Finance Director.



**Department:            Treasurer**

**Function:                General Services Administration**

The Treasurer is chief custodian of all funds received by the County. In relation to this responsibility, the Treasurer administers the provision of general property tax laws and is responsible for the collection and distribution of delinquent real tax levies. The Treasurer also has the added responsibility of:

1. Custodianship and banking of funds;
2. Investment of monies;
3. Statutory supervision of all property taxes. During the current summer and winter collection periods, local treasurers act as agents of and are accountable to the County Treasurer during the March settlement for their collections and uncollected remainder;
4. As agent for the County for the Tax Revolving Fund Distribution of the TRF permits 100 percent payment of real property delinquencies to levying units that participate in the summer and winter tax;
5. Responsible for maintenance of all delinquent property records and assignment of fees leading up to foreclosure and public auction of property due to lack of tax payment;
6. Accounting for and distributing penal fines;
7. Administering the County's hotel/motel accommodation tax ordinance;
8. Providing a tax certification on all transfers of real property when the deed or other legal instrument contains a "Warrant and Defend" clause. A proper and legal description is required, and the transfer cannot be recorded without the Treasurer's certification that taxes are paid;
9. Settling MTT appeals, which includes refunds to taxpayers;
10. Adjustments of tax dollars as ordered by local boards of review;
11. Adjustments of denials or granting of homestead status as ordered by Michigan State Treasury;
12. Under requirements of Proposal A, responsible for the collection of all state education taxes from taxing units and submitting them to the State;

## **Treasurer (continued)**

13. Sends to the State the transfer tax fees collected by Register of Deeds;
14. Collecting dog license fees;
15. Conformance and reporting responsibilities with the State for compliance with Public Act 123 of 1999;
16. Treasurer is the foreclosing governmental unit and handles the sale of foreclosed properties;
17. Maintains debt service accounts for bonded indebtedness of the county.

The Treasurer is a member of the following boards, committees, and commissions:

- Retirement Investment Committee; (ex-officio member)
- County Plat Board;
- County Apportionment Commission;
- Election Commission;
- Other Post Employment Benefits;
- Land Bank Authority Chairwoman.

## Treasurer

### Schedule of Estimated Expenditures

101-253

SALARIES

|        |                             |                |    |         |
|--------|-----------------------------|----------------|----|---------|
| 703.01 | Salaries, Elected Officials | \$ 88,300      |    |         |
| 704.00 | Salaries, Other             | <u>358,600</u> | \$ | 446,900 |

FRINGE BENEFITS

|        |                 |  |    |         |
|--------|-----------------|--|----|---------|
| 710.00 | Fringe Benefits |  | \$ | 163,100 |
|--------|-----------------|--|----|---------|

DIRECT OPERATING

|        |                                 |              |    |                |
|--------|---------------------------------|--------------|----|----------------|
| 727.00 | Printing & Binding              | \$ 2,000     |    |                |
| 728.00 | Postage                         | 28,700       |    |                |
| 729.00 | Copy Charges                    | 3,500        |    |                |
| 730.00 | Office Supplies                 | 10,000       |    |                |
| 808.00 | Contractual Service             | 30,700       |    |                |
| 814.00 | Auditing Services               | 1,500        |    |                |
| 849.00 | Internal Communications Expense | 11,000       |    |                |
| 860.00 | Travel                          | 4,000        |    |                |
| 895.01 | Bank Fees                       | 30,000       |    |                |
| 931.00 | Equipment Maintenance           | 3,200        |    |                |
| 956.00 | Employee Training               | 2,000        |    |                |
| 957.19 | Budget Reductions               | -15,000      |    |                |
| 968.01 | Computer Related Acq.           | <u>3,000</u> | \$ | <u>114,600</u> |

|                                     |           |                       |
|-------------------------------------|-----------|-----------------------|
| <b>Total Estimated Expenditures</b> | <b>\$</b> | <b><u>724,600</u></b> |
|-------------------------------------|-----------|-----------------------|

### Authorized Positions

| <u>Position Title</u>     | <u>Pay Grade</u> | <u>FTE</u> |
|---------------------------|------------------|------------|
| Treasurer                 | M7               | 1.0        |
| Chief Deputy Treasurer    | M4               | 1.0        |
| Assistant Treasurer       | P9               | 1.0        |
| Accountant                | P7               | 1.0        |
| Tax Adjustment Specialist | T8               | 1.0        |

**Treasurer (continued)**

|                                   |    |                    |
|-----------------------------------|----|--------------------|
| Senior Audit Clerk                | T8 | 1.0                |
| Senior Account Clerk              | T7 | <u>4.0</u>         |
| <b>Total Authorized Positions</b> |    | <b><u>10.0</u></b> |

**Department: Buildings and Grounds**

**Function: General Services Administrative**

The Building and Grounds department provides and supervises the facility operations and maintenance for the County. It directly provides daily maintenance and custodial services and handles all major repairs and renovations. Many of these tasks are completed by the County's own staff, including skilled trade positions (boiler & AC technicians, electrician, plumber, carpenter and electronics technician.) The department is also responsible for snow removal, lawn care, service contracts, administering the facilities' locks and keys, maintaining proper records and blueprints as well as necessary certificates and registrations. Additionally, the department is responsible for providing inspections to insure that all properties meet applicable codes and standards for occupancy. This department also manages the County wide building automation system that controls and monitors the environmental systems.

The department is responsible for providing garage operations that includes the servicing and maintenance of County owned vehicles. Additional responsibilities include providing fueling capabilities for County owned vehicles. This involves direct maintenance of the equipment as well as maintaining records for proper cost allocation and satisfying regulatory requirements.

Buildings and Grounds also provide project development services and construction management for most major capital and renovation projects. Helping individual departments develop budget estimates, solicit quotes and assist in the bidding process is also within the department scope.

Additionally, Buildings and Grounds provide support services to all County departments on a daily basis. These services would include assembling furniture, installing shelving, moving offices, delivering items, building cabinets, etc.

## Buildings & Grounds

### Schedule of Estimated Expenditures

101-265

#### SALARIES

|        |                     |    |               |              |
|--------|---------------------|----|---------------|--------------|
| 703.06 | Salary, Director    | \$ | 70,500        |              |
| 704.00 | Salaries, Other     |    | 1,027,000     |              |
| 705.00 | Salaries, Overtime  |    | 56,400        |              |
| 706.00 | Salaries, Temporary |    | <u>25,000</u> | \$ 1,178,900 |

#### FRINGE BENEFITS

|        |                            |    |              |            |
|--------|----------------------------|----|--------------|------------|
| 710.00 | Fringe Benefits            | \$ | 421,200      |            |
| 710.06 | Fringe Benefits, Temporary |    | <u>2,500</u> | \$ 423,700 |

#### DIRECT OPERATING

|        |                                      |    |        |  |
|--------|--------------------------------------|----|--------|--|
| 728.00 | Postage                              | \$ | 200    |  |
| 729.00 | Copy Charges                         |    | 700    |  |
| 730.00 | Office Supplies                      |    | 800    |  |
| 735.00 | Light Bulbs                          |    | 6,000  |  |
| 745.00 | Gasoline & Oil                       |    | 33,000 |  |
| 775.00 | Janitorial Supplies                  |    | 36,300 |  |
| 775.01 | Janitorial Supplies-Jail             |    | 38,000 |  |
| 775.03 | Janitorial Supplies-Animal Services  |    | 1,000  |  |
| 808.00 | Contractual Services                 |    | 36,000 |  |
| 808.01 | Moving Expense                       |    | 500    |  |
| 808.17 | Contractual Service-Admin Bldg       |    | 9,000  |  |
| 808.19 | Contractual Services-Gull Rd Ct      |    | 3,000  |  |
| 808.26 | Contractual Services-Jail            |    | 16,000 |  |
| 808.29 | Contractual Services-Lake/Lamont     |    | 7,000  |  |
| 808.30 | Contractual Services Michigan Ave Ct |    | 8,000  |  |
| 808.56 | Consultant                           |    | 14,000 |  |
| 808.59 | Contractual Services-Parks           |    | 6,000  |  |
| 849.00 | Internal Communications Expense      |    | 15,000 |  |
| 850.00 | Communications Expense               |    | 5,000  |  |
| 860.00 | Travel                               |    | 3,500  |  |
| 930.00 | Repairs & Alterations                |    | 30,000 |  |
| 930.02 | Jail Washing & Painting              |    | 10,000 |  |

**Buildings & Grounds (continued)**

|        |                                       |              |                   |
|--------|---------------------------------------|--------------|-------------------|
| 930.17 | Repairs & Alterations-Admin Bldg      | 32,000       |                   |
| 930.19 | Repairs & Alterations-Gull Rd Cthouse | 15,000       |                   |
| 930.26 | Repairs & Alterations-Jail            | 35,000       |                   |
| 930.29 | Repairs & Alterations-Lake/Lamont     | 8,000        |                   |
| 930.30 | Repairs & Alterations-Mich Ave Cthous | 40,000       |                   |
| 930.59 | Repairs & Alterations-Parks           | 5,000        |                   |
| 931.00 | Equipment Maintenance                 | 68,000       |                   |
| 931.02 | Vehicle Maintenance                   | 27,000       |                   |
| 931.04 | Elevator Maintenance                  | 23,600       |                   |
| 931.10 | Building Painting                     | 10,000       |                   |
| 931.17 | Equipment Maintenance-Admin Bldg      | 10,000       |                   |
| 931.19 | Equipment Maintenance-Gull Road       | 8,000        |                   |
| 931.26 | Equipment Maintenance-Jail            | 35,000       |                   |
| 931.29 | Equipment Maintenance-Lake/Lamont     | 4,000        |                   |
| 931.30 | Equipment Maintenance-Mich Ave Ct     | 20,000       |                   |
| 931.59 | Equipment Maintenance-Parks           | 8,000        |                   |
| 934.00 | Grounds Maintenance                   | 18,000       |                   |
| 934.02 | Snow Removal                          | 12,000       |                   |
| 956.00 | Employee Training                     | 2,000        |                   |
| 957.00 | Miscellaneous                         | 1,500        |                   |
| 973.00 | Supplies & Equipment                  | <u>6,000</u> | \$ <u>667,100</u> |

**Total Estimated Expenditures** \$ **2,269,700**

**Authorized Positions**

| <u>Position Title</u>                 | <u>Pay Grade</u> | <u>FTE</u> |
|---------------------------------------|------------------|------------|
| Director                              | M7               | 1.0        |
| Assistant Director                    | M5               | 1.0        |
| Administrative Manager                | M2               | 1.0        |
| Maintenance Supervisor                | P9               | 1.0        |
| Assistant Maintenance Supervisor      | P7               | 1.0        |
| Custodial Supervisor                  | P6               | 1.0        |
| Administrative Assistant              | T7               | 0.5        |
| Electrician                           | S17              | 1.0        |
| Environmental Control Technician      | S16              | 1.0        |
| Carpenter II                          | S16              | 1.0        |
| Heating & Air Conditioning Technician | S16              | 2.0        |
| Electronics/Communications Specialist | S16              | 1.0        |
| Equipment Mechanic                    | S13B             | .50        |
| Building Operator                     | S12A             | 2.0        |

**Buildings & Grounds (continued)**

|                                   |      |                           |
|-----------------------------------|------|---------------------------|
| Building Operator II              | S12B | 1.0                       |
| Maintenance Worker I              | S10A | 7.0                       |
| Maintenance Worker                | S08  | 0.3                       |
| Custodian                         | S06  | <u>8.5</u>                |
| <b>Total Authorized Positions</b> |      | <b><u><u>31.8</u></u></b> |

## Utilities

### Schedule of Estimated Expenditures

101-266

#### DIRECT OPERATING

##### Administration Building

|        |             |    |              |    |         |
|--------|-------------|----|--------------|----|---------|
| 852.10 | Electric    | \$ | 136,200      |    |         |
| 852.11 | Natural Gas |    | 37,500       |    |         |
| 852.12 | Water       |    | <u>5,000</u> | \$ | 178,700 |

##### Circuit Court-Family

|        |             |    |            |    |        |
|--------|-------------|----|------------|----|--------|
| 852.30 | Electric    | \$ | 45,300     |    |        |
| 852.31 | Natural Gas |    | 21,500     |    |        |
| 853.32 | Water       |    | 4,000      |    |        |
| 852.33 | Fuel Oil    |    | <u>500</u> | \$ | 71,300 |

##### County Center Building – Fairgrounds

|        |             |    |               |    |         |
|--------|-------------|----|---------------|----|---------|
| 852.40 | Electric    | \$ | 159,200       |    |         |
| 852.41 | Natural Gas |    | 83,000        |    |         |
| 852.42 | Water       |    | <u>24,700</u> | \$ | 266,900 |

##### Law Enforcement

|        |             |    |            |    |         |
|--------|-------------|----|------------|----|---------|
| 852.60 | Electric    | \$ | 170,000    |    |         |
| 852.61 | Natural Gas |    | 97,400     |    |         |
| 852.62 | Water       |    | 25,000     |    |         |
| 852.63 | Fuel Oil    |    | <u>500</u> | \$ | 292,900 |

##### Courthouse

|        |             |    |              |    |         |
|--------|-------------|----|--------------|----|---------|
| 852.70 | Electric    | \$ | 113,200      |    |         |
| 852.71 | Natural Gas |    | 49,800       |    |         |
| 852.72 | Water       |    | <u>5,000</u> | \$ | 168,000 |

**Utilities (continued)**

Lake/Lamont Complex

|        |             |    |              |           |
|--------|-------------|----|--------------|-----------|
| 852.95 | Electric    | \$ | 11,700       |           |
| 852.96 | Natural Gas |    | 23,500       |           |
| 852.97 | Water       |    | <u>4,000</u> | \$ 39,200 |

Other

|        |                          |    |               |                  |
|--------|--------------------------|----|---------------|------------------|
| 999.46 | Transfer to #466 G.C.P.I | \$ | <u>24,900</u> | \$ <u>24,900</u> |
|--------|--------------------------|----|---------------|------------------|

**Total Estimated Expenditures** \$ **1,041,900**

## Security

### Schedule of Estimated Expenditures

101-267

SALARIES

|        |               |               |            |
|--------|---------------|---------------|------------|
| 704.29 | Salaries, FOP | \$ 193,700    |            |
| 705.29 | FOP Overtime  | <u>30,000</u> | \$ 223,700 |

FRINGE BENEFITS

|        |                              |  |            |
|--------|------------------------------|--|------------|
| 710.01 | Non Kal Flex Fringe Benefits |  | \$ 127,500 |
|--------|------------------------------|--|------------|

DIRECT OPERATING

|        |                                 |           |                   |
|--------|---------------------------------|-----------|-------------------|
| 808.41 | Security                        | \$ 33,600 |                   |
| 808.50 | Courthouse Security Operations  | 175,800   |                   |
| 849.00 | Internal Communications Expense | 3,300     |                   |
| 850.00 | Communications Expense          | 200       |                   |
| 931.00 | Equipment Maintenance           | 8,100     | \$ <u>221,000</u> |

|                                     |  |  |                          |
|-------------------------------------|--|--|--------------------------|
| <b>Total Estimated Expenditures</b> |  |  | <b>\$ <u>572,200</u></b> |
|-------------------------------------|--|--|--------------------------|

### Authorized Positions

| <u>Position Title</u>         | <u>Pay Grade</u> | <u>FTE</u> |
|-------------------------------|------------------|------------|
| Deputy Corrections Officer II | F19              | 3.0        |

|                                   |  |                   |
|-----------------------------------|--|-------------------|
| <b>Total Authorized Positions</b> |  | <b><u>3.0</u></b> |
|-----------------------------------|--|-------------------|

**Department: Drain Commissioner**

**Function: General Services Administrative**

The County Drain Commissioner's primary responsibilities are defined by the Drain Code of 1956 and other State statutes. The Commissioner's jurisdiction includes the legally described county drainage districts and storm water drainage districts in specific plats. Drainage districts, by statute, are corporate entities with powers to contract, hold, manage and sell real estate and be directly involved in litigation. The Drain Commissioner does not own the county drains, but acts as the steward or caretaker for each district.

The Kalamazoo County Drain Commissioner maintains approximately 225 traditional drainage districts consisting of county drains, streams and other watercourses, and approximately 140 drainage district consisting of plats with Act 433 agreements with the Drain Office. Funding for the care and maintenance of each district is accomplished through assessments to the residents and local governments associated with the districts.

The Drain Office is responsible for the implementation of the Municipal Separate Storm Sewer Systems (MS4) on behalf of both the Drain Office and the County General as mandated by the Michigan Department of Natural Resources and Environment. The Drain Office provides technical assistance to units of government and individuals with regard to storm water and drainage issues, sets lake levels (when petitioned), and serves on governmental lake boards, the Parks and Recreation Commission, and the Board of Public Works.



**Department:                Soil Erosion & Sedimentation Control**

**Function:                    General Services Administrative**

Under this program all Soil Erosion agents must be certified by the State of Michigan and capable of reviewing and performing site inspections according to Part 91 of Michigan's Natural Resources and Environmental Protection Act (PA 451, 1994 as amended). These services are provided countywide except in units of government that have their own Part 91 program (cities of Portage, Kalamazoo, and the Village of Vicksburg).

## Soil Erosion & Sedimentation Control

### Schedule of Estimated Expenditures

101-282

SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 56,500 |
|--------|-----------------|----|--------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 20,600 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                                 |    |       |
|--------|---------------------------------|----|-------|
| 727.00 | Printing & Binding              | \$ | 300   |
| 728.00 | Postage                         |    | 600   |
| 729.00 | Copy Charges                    |    | 500   |
| 730.00 | Office Supplies                 |    | 500   |
| 806.00 | Legal Services                  |    | 400   |
| 808.08 | Engineering Consultants         |    | 400   |
| 849.00 | Internal Communications Expense |    | 1,500 |
| 850.00 | Communications Expense          |    | 100   |
| 860.00 | Travel                          |    | 2,500 |
| 956.00 | Employee Training               |    | 800   |
| 957.00 | Miscellaneous                   |    | 800   |
|        |                                 |    | 8,400 |

|                                     |    |                      |
|-------------------------------------|----|----------------------|
| <b>Total Estimated Expenditures</b> | \$ | <b><u>85,500</u></b> |
|-------------------------------------|----|----------------------|

#### Authorized Positions

| <u>Position Title</u>    | <u>Pay Grade</u> | <u>FTE</u> |
|--------------------------|------------------|------------|
| Soil Erosion Agent       | T7               | 1.0        |
| Administrative Assistant | T7               | 0.5        |

|                                   |                   |
|-----------------------------------|-------------------|
| <b>Total Authorized Positions</b> | <b><u>1.5</u></b> |
|-----------------------------------|-------------------|

**Department: Sheriff**

**Function: Law Enforcement**

The Sheriff's office has the responsibility for patrolling, responding to complaints and calls for service, criminal investigations, and traffic enforcement for approximately 90,000 citizens in a 544 square mile area primarily focused on the unincorporated areas of 14 townships in the County of Kalamazoo. The Jail Division of the Sheriff's Office also has the responsibility for the custody and control of a jail population regularly over 400 inmates in a 327 bed State of Michigan rated jail facility. This includes transporting inmates to and from Court, other jail facilities within the State, and the State prisons.

The Sheriff's Office enforces Marine Laws, ORV and Snowmobile Laws; serves Civil Processes upon request; and serves subpoenas from the District and Circuit Courts. Concealed Weapons permits are investigated, while permits to purchase guns and gun registrations are recorded by the Service Division of the Sheriff's Office.

The Sheriff's Office maintains a Reserve Division and Mounted Deputy Division for support of its Operations Division, and actively participates in Multi Jurisdictional Crime Task Forces and Regional Drug Enforcement Task Forces.

## Sheriff – Administration/Support

### Schedule of Estimated Expenditures

101-301

#### SALARIES

|        |                             |    |              |              |
|--------|-----------------------------|----|--------------|--------------|
| 703.01 | Salaries, Elected Officials | \$ | 104,300      |              |
| 704.00 | Salaries, Others            |    | 122,900      |              |
| 704.28 | Salaries, Command           |    | 251,300      |              |
| 704.29 | Salaries, FOP               |    | 621,700      |              |
| 705.28 | Overtime, Command           |    | 2,600        |              |
| 705.29 | Overtime, FOP               |    | 57,300       |              |
| 706.00 | Salaries, Temporary         |    | <u>6,900</u> | \$ 1,167,000 |

#### FRINGE BENEFITS

|        |                              |    |            |            |
|--------|------------------------------|----|------------|------------|
| 710.00 | Fringe Benefits              | \$ | 82,900     |            |
| 710.01 | Non Kal Flex Fringe Benefits |    | 531,800    |            |
| 710.06 | Fringe Benefits, Temporary   |    | <u>700</u> | \$ 615,400 |

#### DIRECT OPERATING

|        |                                   |    |         |  |
|--------|-----------------------------------|----|---------|--|
| 727.00 | Printing & Binding                | \$ | 10,300  |  |
| 728.00 | Postage                           |    | 4,500   |  |
| 729.00 | Copy Charges                      |    | 10,000  |  |
| 730.00 | Office Supplies                   |    | 7,000   |  |
| 730.17 | Office Supplies – Small Equipment |    | 1,500   |  |
| 742.00 | Police Supplies                   |    | 8,700   |  |
| 744.00 | Uniform Allowance                 |    | 4,300   |  |
| 744.01 | Dry Clean Allowance               |    | 1,000   |  |
| 745.00 | Gasoline & Oil                    |    | 10,500  |  |
| 775.00 | Janitorial Supplies               |    | 1,000   |  |
| 801.06 | Interview Screening               |    | 20,000  |  |
| 808.21 | Systems Maintenance               |    | 13,000  |  |
| 808.67 | Records Storage                   |    | 9,000   |  |
| 812.00 | Clothing Allowance                |    | 4,400   |  |
| 846.50 | Dispatch-800 MHZ System Expenses  |    | 393,700 |  |
| 849.00 | Internal Communications Expense   |    | 42,000  |  |
| 850.00 | Communications Expense            |    | 25,000  |  |
| 931.00 | Equipment Maintenance             |    | 21,000  |  |
| 931.02 | Vehicle Maintenance               |    | 11,900  |  |
| 931.05 | Radio Maintenance                 |    | 3,000   |  |

**Sheriff – Administration/Support (continued)**

|        |                              |          |    |                 |
|--------|------------------------------|----------|----|-----------------|
| 941.00 | Equipment Rent/Lease         | 7,000    |    |                 |
| 956.00 | Employee Training            | 2,000    |    |                 |
| 956.19 | State of Michigan – Training | 2,000    |    |                 |
| 956.32 | 911 Public Safety Training   | 2,000    |    |                 |
| 957.00 | Miscellaneous                | 10,000   |    |                 |
| 957.19 | Budget Reductions            | -750,000 |    |                 |
| 957.25 | Vehicle Auction              | 900      |    |                 |
| 958.84 | 911 Expense                  | 2,300    | \$ | <u>-122,000</u> |

**Total Estimated Expenditures** \$ **1,660,400**

**Authorized Positions**

| <u>Position Title</u>         | <u>Pay Grade</u> | <u>FTE</u> |
|-------------------------------|------------------|------------|
| Sheriff                       | M9               | 1.0        |
| Undersheriff                  | M8               | 1.0        |
| Captain/Chief Deputy          | C04              | 1.0        |
| Lieutenant                    | C02              | 1.0        |
| Sheriff’s Administrator       | C01              | 1.0        |
| Civilian Aide                 | T4               | 0.8        |
| Deputy Corrections Officer II | F19              | 3.0        |
| Account Clerk II              | F16A             | 1.0        |
| Dispatcher                    | F16B             | 4.0        |
| Clerk Typist II               | F13              | <u>5.5</u> |

**Total Authorized Positions** **19.3**

## Sheriff – Jail

### Schedule of Estimated Expenditures

101-302

#### SALARIES

|        |                    |                |              |
|--------|--------------------|----------------|--------------|
| 704.00 | Salaries, Others   | 23,100         |              |
| 704.28 | Salaries, Command  | 175,300        |              |
| 704.29 | Salaries, FOP      | 3,272,200      |              |
| 705.00 | Salaries, Overtime | 1,500          |              |
| 705.28 | Overtime, Command  | 1,800          |              |
| 705.29 | Overtime, FOP      | <u>305,800</u> | \$ 3,779,700 |

#### FRINGE BENEFITS

|        |                              |                  |           |
|--------|------------------------------|------------------|-----------|
| 710.00 | Fringe Benefits              | \$ 9,000         |           |
| 710.01 | Non Kal Flex Fringe Benefits | <u>2,140,400</u> | 2,149,400 |

#### DIRECT OPERATING

|        |                                   |         |  |
|--------|-----------------------------------|---------|--|
| 729.00 | Copy Charges                      | 10,000  |  |
| 730.00 | Office Supplies                   | 7,000   |  |
| 730.03 | Rehab Physical Training Supplies  | 500     |  |
| 730.04 | Rehabilitation Program Sundries   | 500     |  |
| 730.17 | Office Supplies – Small Equipment | 1,500   |  |
| 740.00 | Provisions                        | 399,300 |  |
| 741.00 | Kitchen Supplies                  | 25,000  |  |
| 742.00 | Police Supplies                   | 20,000  |  |
| 743.00 | Clothing and Bedding              | 17,700  |  |
| 744.00 | Uniform Allowance                 | 5,000   |  |
| 744.01 | Dry Clean Allowance               | 9,500   |  |
| 745.00 | Gasoline & Oil                    | 22,100  |  |
| 762.00 | Inmate Supplies                   | 187,900 |  |
| 775.00 | Janitorial Supplies               | 4,500   |  |
| 802.00 | Medical Expense                   | 272,400 |  |
| 802.04 | Inmate Hospitalization            | 78,400  |  |
| 802.05 | Prisoner Housing Costs            | 179,000 |  |
| 802.06 | Other Agency Arrestee Medical     | 50,000  |  |
| 802.07 | Mental Health-Contract Services   | 75,000  |  |
| 802.08 | Mental Health-Hospitalization     | 20,000  |  |
| 802.09 | Mental Health-All Other Expenses  | 5,000   |  |

**Sheriff – Jail (continued)**

|        |                                 |        |                  |
|--------|---------------------------------|--------|------------------|
| 807.01 | Association Dues & Memberships  | 1,000  |                  |
| 808.21 | Systems Maintenance             | 55,000 |                  |
| 811.00 | Laundry                         | 10,000 |                  |
| 812.00 | Clothing Allowance              | 2,600  |                  |
| 813.00 | Ambulance Services              | 8,000  |                  |
| 849.00 | Internal Communications Expense | 15,000 |                  |
| 860.01 | Travel, Extradition             | 60,400 |                  |
| 931.00 | Equipment Maintenance           | 15,000 |                  |
| 931.02 | Vehicle Maintenance             | 25,000 |                  |
| 931.05 | Radio Maintenance               | 10,000 |                  |
| 956.00 | Employee Training               | 3,000  |                  |
| 956.19 | State of Michigan – Training    | 8,000  |                  |
| 957.00 | Miscellaneous                   | 5,000  |                  |
| 985.08 | Adult Education Program         | 2,000  |                  |
| 998.00 | Remote Visual Control           | 7,000  | <u>1,617,300</u> |

**Total Estimated Expenditures** \$ **7,546,400**

**Authorized Positions**

| <u>Position Title</u>         | <u>Pay Grade</u> | <u>FTE</u> |
|-------------------------------|------------------|------------|
| Sheriff                       | M9               | 1.0        |
| Undersheriff                  | M8               | 1.0        |
| Captain/Chief Deputy          | C04              | 1.0        |
| Lieutenant                    | C02              | 1.0        |
| Sheriff's Administrator       | C01              | 1.0        |
| Civilian Aide                 | T4               | 0.8        |
| Deputy Corrections Officer II | F19              | 3.0        |
| Account Clerk II              | F16A             | 1.0        |
| Dispatcher                    | F16B             | 4.0        |
| Clerk Typist II               | F13              | <u>5.5</u> |

**Total Authorized Positions** **19.3**

## Sheriff – Field Operations

### Schedule of Estimated Expenditures

101-303

#### SALARIES

|        |                   |                |              |
|--------|-------------------|----------------|--------------|
| 704.28 | Salaries, Command | 342,400        |              |
| 704.29 | Salaries, FOP     | 2,973,900      |              |
| 705.28 | Overtime, Command | 3,600          |              |
| 705.29 | Overtime, FOP     | <u>273,900</u> | \$ 3,593,800 |

#### FRINGE BENEFITS

|        |                              |                  |           |
|--------|------------------------------|------------------|-----------|
| 710.01 | Non Kal Flex Fringe Benefits | <u>2,048,500</u> | 2,048,500 |
|--------|------------------------------|------------------|-----------|

#### DIRECT OPERATING

|        |                                   |         |  |
|--------|-----------------------------------|---------|--|
| 729.00 | Copy Charges                      | 8,000   |  |
| 730.00 | Office Supplies                   | 7,000   |  |
| 730.08 | Subpoenamail-Design               | 3,000   |  |
| 730.17 | Office Supplies – Small Equipment | 1,000   |  |
| 742.00 | Police Supplies                   | 40,000  |  |
| 744.00 | Uniform Allowance                 | 19,000  |  |
| 744.01 | Dry Clean Allowance               | 9,500   |  |
| 745.00 | Gasoline & Oil                    | 88,200  |  |
| 746.00 | Photographic Supplies             | 7,000   |  |
| 746.01 | Photographic Equipment            | 2,000   |  |
| 800.00 | Investigations                    | 4,500   |  |
| 801.06 | Interview Screening               | 5,500   |  |
| 807.01 | Association Dues & Memberships    | 1,000   |  |
| 808.21 | Systems Maintenance               | 12,000  |  |
| 808.63 | Meth Cleanup                      | 75,000  |  |
| 812.00 | Clothing Allowance                | 17,000  |  |
| 846.00 | Consolidated Crime Lab Expenses   | 15,300  |  |
| 848.00 | Evidence Tech Expenses            | 20,000  |  |
| 849.00 | Internal Communications Expense   | 15,000  |  |
| 860.00 | Travel                            | 1,000   |  |
| 931.00 | Equipment Maintenance             | 15,000  |  |
| 931.02 | Vehicle Maintenance               | 100,000 |  |
| 931.03 | Photo Equipment Maintenance       | 2,000   |  |
| 931.05 | Radio Maintenance                 | 50,600  |  |
| 956.00 | Employee Training                 | 3,400   |  |

**Sheriff – Field Operations (continued)**

|        |                              |         |                |
|--------|------------------------------|---------|----------------|
| 956.19 | State of Michigan – Training | 18,000  |                |
| 957.00 | Miscellaneous                | 7,000   |                |
| 958.94 | Sheriff New RP Vehicle       | 201,000 |                |
| 998.00 | Remote Visual Control        | 2,000   | <u>750,000</u> |

**Total Estimated Expenditures** \$ **6,392,300**

**Authorized Positions**

| <u>Position Title</u>                    | <u>Pay Grade</u> | <u>FTE</u>         |
|--|------------------|--------------------|
| Captain                                  | C03              | 1.0                |
| Lieutenant                               | C02              | 3.0                |
| Polygraph Examiner                       | F23              | 1.0                |
| Lab Sergeant                             | F23              | 1.0                |
| Detective/Sergeant                       | F22              | 7.0                |
| Sergeant                                 | F22              | 7.0                |
| Sergeant-Oshtemo                         | F22              | 1.0                |
| Deputy/Corrections Officer II            | F19              | 5.0                |
| Deputy/Corrections Officer II - Comstock | F19              | 7.0                |
| Deputy/Corrections Officer II - KVET     | F19              | 1.0                |
| Deputy/Corrections Officer II - Oshtemo  | F19              | 7.0                |
| Deputy/Corrections Officer II - Ross     | F19              | 2.0                |
| Deputy/Corrections Officer II - Texas    | F19              | 2.0                |
| Crime Lab Specialist                     | F17              | 1.0                |
| Clerk Typist II                          | F13              | <u>3.0</u>         |
| <b>Total Authorized Positions</b>        |                  | <b><u>49.0</u></b> |

**Department:                   Animal Services & Enforcement**

**Function:                       Protective Services**

In accordance with MCLA 287.289a, the County Board of Commissioners established the animal control agency in the interest of protecting the public health and safety of Kalamazoo County residents. The agency is mandated through the regulations enacted by the State of Michigan, the Michigan Departments of Health, and Agriculture, and the Kalamazoo County Animal Control Ordinance, to regulate and control the conduct, keeping, and care of dogs and other animals.

The mission of the Kalamazoo County Animal Services and Enforcement is to enhance the quality of life for the residents of Kalamazoo County by providing humane animal services, public education of animal ownership responsibilities, and the enforcement of state and local animal laws.

Animal Services and Enforcement offers many animal welfare services such as; operating the County Animal Shelter and actively promoting pet adoptions while working closely with local rescue and humane organizations; offering inexpensive euthanasia services for owner's animals; rescue of stray sick or injured domestic and wild animals; providing local Veterinarians with pick up and removal services for their dead or euthanized animals and removal of dead domestic animals from the public roadways.

Animal Services and Enforcement offers the citizens of Kalamazoo County public health and safety services such as; quarantines (or testing) of bite animals for rabies control; responding to thousands of animal related citizen's complaints; investigation and reimbursement of livestock killings; picking up stray and lost animals; acting as an agent for the County Treasurer in the sale of dog licenses; maintaining rabies vaccination records for the Health Department; 24 hour emergency response to 911 calls; investigating animal neglect and cruelty cases; and assisting other law enforcement agencies with warrant searches, evictions, and criminal cases, where animals are or may be involved.

## Animal Services & Enforcement

### Schedule of Estimated Expenditures

101-421

SALARIES

|        |                    |    |              |            |
|--------|--------------------|----|--------------|------------|
| 703.06 | Salary, Director   | \$ | 74,500       |            |
| 704.00 | Salaries, Others   |    | 222,900      |            |
| 705.00 | Salaries, Overtime |    | <u>3,000</u> | \$ 300,400 |

FRINGE BENEFITS

|        |                 |  |  |            |
|--------|-----------------|--|--|------------|
| 710.00 | Fringe Benefits |  |  | \$ 109,600 |
|--------|-----------------|--|--|------------|

DIRECT OPERATING

|        |                                 |    |               |                   |
|--------|---------------------------------|----|---------------|-------------------|
| 727.00 | Printing & Binding              | \$ | 10,000        |                   |
| 728.00 | Postage                         |    | 21,000        |                   |
| 729.00 | Copy Charges                    |    | 700           |                   |
| 730.00 | Office Supplies                 |    | 4,000         |                   |
| 740.00 | Provisions                      |    | 33,000        |                   |
| 744.00 | Uniform Allowance               |    | 2,200         |                   |
| 745.00 | Gasoline & Oil                  |    | 18,600        |                   |
| 775.00 | Janitorial Supplies             |    | 1,900         |                   |
| 808.21 | Systems Maintenance             |    | 6,400         |                   |
| 809.00 | Dog License Collection Fees     |    | 12,500        |                   |
| 809.01 | Dog Licenses                    |    | 2,000         |                   |
| 818.00 | Lab Specimens                   |    | 2,000         |                   |
| 822.00 | Doggie in the Window            |    | 500           |                   |
| 831.00 | Veterinary Services             |    | 6,000         |                   |
| 849.00 | Internal Communications Expense |    | 12,000        |                   |
| 850.00 | Communications Expense          |    | 3,000         |                   |
| 895.01 | Bank Fees                       |    | 2,000         |                   |
| 931.00 | Equipment Maintenance           |    | 3,000         |                   |
| 931.02 | Vehicle Maintenance             |    | 7,000         |                   |
| 956.00 | Employee Training               |    | 2,000         |                   |
| 957.00 | Miscellaneous                   |    | 800           |                   |
| 959.01 | Livestock Loss Expense          |    | 1,000         |                   |
| 959.02 | Animal Rendering                |    | <u>16,000</u> | \$ <u>167,600</u> |

|                                     |  |                          |
|-------------------------------------|--|--------------------------|
| <b>Total Estimated Expenditures</b> |  | <b>\$ <u>577,600</u></b> |
|-------------------------------------|--|--------------------------|

**Animal Services & Enforcement (continued)**

**Authorized Positions**

| <u>Position Title</u>               | <u>Pay Grade</u> | <u>FTE</u>         |
|-------------------------------------|------------------|--------------------|
| Director                            | M5               | 1.0                |
| Senior Administrative Assistant     | P7               | 1.0                |
| Radio Dispatcher                    | T6               | 1.0                |
| Customer Service Specialist I       | T6               | 2.0                |
| Animal Ser & Enforcement Officer II | S15              | 0.5                |
| Kennel Technician II                | S10A             | 0.5                |
| Kennel Technician I                 | S09              | <u>2.0</u>         |
| <b>Total Authorized Positions</b>   |                  | <b><u>8.00</u></b> |

**Department: Office of Emergency Management/  
Homeland Security**

**Function: Protective Services**

The Kalamazoo County Office of Emergency Management/Homeland Security is the coordinating agency responsible for county-wide emergency preparedness in mitigating, preparedness, response and recovery the event of any chemical, biological, radiological nuclear and explosive, terrorist, or natural disaster. The department is headed by a Director who is assigned to the Sheriff's office and receives direct supervision from the Sheriff who also serves as the Emergency Management Coordinator. As Coordinator, the Sheriff serves as Chief of the County's emergency planning and response activities while the Director manages the day to day operations, except for those areas where State law vests responsibility on the Chairman of the Board of Commissioners.

The department also coordinates the activities of County departments and other governmental and private organizations that play a role in the protection of life and property during disaster situations. The department is also responsible for continuing disaster mitigation programs, training, exercising and complying with various State and Federal requirements.

Funds for the operation of the department are currently received from the County of Kalamazoo and the State and Federal Governments.

## Emergency Management

### Schedule of Estimated Expenditures

101-426

#### SALARIES

|        |                   |    |               |            |
|--------|-------------------|----|---------------|------------|
| 704.28 | Salaries, Command | \$ | 91,800        |            |
| 704.29 | Salaries, FOP     |    | <u>19,400</u> | \$ 111,200 |

#### FRINGE BENEFITS

|        |                              |  |  |           |
|--------|------------------------------|--|--|-----------|
| 710.01 | Non Kal Flex Fringe Benefits |  |  | \$ 63,400 |
|--------|------------------------------|--|--|-----------|

#### DIRECT OPERATING

|        |                                 |    |              |                  |
|--------|---------------------------------|----|--------------|------------------|
| 727.00 | Printing & Binding              | \$ | 500          |                  |
| 728.00 | Postage                         |    | 500          |                  |
| 729.00 | Copy Charges                    |    | 500          |                  |
| 730.00 | Office Supplies                 |    | 3,000        |                  |
| 730.17 | Office Supplies-Small Equipment |    | 2,000        |                  |
| 732.00 | Educational Materials           |    | 500          |                  |
| 743.01 | Clothing Other                  |    | 800          |                  |
| 745.00 | Gasoline & Oil                  |    | 6,500        |                  |
| 801.00 | Subscriptions/Memberships       |    | 1,100        |                  |
| 834.00 | Kalamazoo County LEPC           |    | 3,000        |                  |
| 849.00 | Internal Communications Expense |    | 5,000        |                  |
| 850.00 | Communications Expense          |    | 7,000        |                  |
| 860.00 | Travel                          |    | 500          |                  |
| 931.00 | Equipment Maintenance           |    | 5,000        |                  |
| 931.02 | Vehicle Maintenance             |    | 7,800        |                  |
| 931.09 | Trailer Maintenance             |    | 700          |                  |
| 941.00 | Equipment Rent/Lease            |    | 1,800        |                  |
| 955.00 | Contingency                     |    | 1,500        |                  |
| 956.00 | Employee Training               |    | 2,500        |                  |
| 958.00 | New Equipment                   |    | 3,600        |                  |
| 968.01 | Computer Related Acquisitions   |    | <u>1,000</u> | \$ <u>54,800</u> |

|                                     |  |  |  |                          |
|-------------------------------------|--|--|--|--------------------------|
| <b>Total Estimated Expenditures</b> |  |  |  | <b>\$ <u>229,400</u></b> |
|-------------------------------------|--|--|--|--------------------------|

## Emergency Management (cont'd)

### Authorized Positions

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>               |
|-----------------------------------|------------------|--------------------------|
| Captain                           | CO3              | 1.0                      |
| Clerk Typist II                   | F13              | <u>0.5</u>               |
| <b>Total Authorized Positions</b> |                  | <b><u><u>1.5</u></u></b> |

**General County Public Improvement  
Schedule of Estimated Expenditures**

101-444

DIRECT OPERATING

|                                     |                                    |                            |
|-------------------------------------|------------------------------------|----------------------------|
| 958.02                              | New Equipment Circuit Court        | \$ 23,000                  |
| 958.03                              | New Equipment District Court       | 8,500                      |
| 958.10                              | New Equipment Building & Grounds   | 92,500                     |
| 958.13                              | New Equipment HCS                  | 47,500                     |
| 958.15                              | Parks, Cold Brook Upgrades         | 12,500                     |
| 958.17                              | Scotts Mill Improvements           | 35,000                     |
| 958.18                              | New Equipment Parks                | 13,000                     |
| 958.19                              | New Equipment Sheriff              | 11,000                     |
| 958.29                              | New Equipment Prosecuting Attorney | 7,000                      |
| 958.60                              | B & G Flooring Fund                | 20,000                     |
| 962.08                              | Security Capital                   | 5,200                      |
| 962.37                              | Parks, River Oaks Improvements     | 15,000                     |
| 963.45                              | B & G Major Repair/Maintenance     | 250,000                    |
| 963.72                              | Furniture Fund                     | 57,900                     |
| 970.16                              | Administration Building Upgrades   | 25,000                     |
| 970.75                              | Circuit Court Software             | 49,900                     |
| 999.46                              | Transfer to #466 GCPI              | <u>2,628,700</u>           |
| <b>Total Estimated Expenditures</b> |                                    | <b>\$ <u>3,301,700</u></b> |

## At Large Drains

### Schedule of Estimated Expenditures

101-445

DIRECT OPERATING

969.00 Appropriation \$ 24,200

**Total Estimated Expenditures** \$ **24,200**

**Department: Health & Community Services**

**Function: Administration**

An effective human service system must be responsible to both the people it serves and the people who support it. The physical, mental, and social well being of the people of this county is a matter of primary public concern. The mission of the Health & Community Services Department is to improve the overall health of the community through coordinated planning, resource development, and service delivery so all members of the community can participate in the opportunities, benefits, and responsibilities of society. The goals of the Health & Community Services Department are:

- To improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.
- To strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward self-sufficiency.
- To protect the community from health threatening conditions by assessing and improving the physical environment.

The Health & Community Services Department brings together under a single entity the functions of Public Health, Community Action (including Head Start), Area Agency on Aging, and Veterans.

The Health & Community Service Department's administration is responsible for the oversight of these programs and services. More specifically, the administration is responsible for the planning, development, management and administration of these programs consistent with federal, state, and county policies, procedures, and regulations. The Health & Community Services Department Director reports directly to the County Administrator. The department is composed of the Director's office, four public health divisions, the Community Action Agency (CAA), and the Area Agency on Aging (AAA)/Veterans Department. The department has approximately 225 employees.

## Health & Community Services Administration

### Schedule of Estimated Expenditures

101-613

#### SALARIES

|        |                  |    |                |            |
|--------|------------------|----|----------------|------------|
| 703.06 | Salary, Director | \$ | 108,800        |            |
| 704.00 | Salaries, Other  |    | <u>571,200</u> | \$ 680,000 |

#### FRINGE BENEFITS

|        |                 |  |  |            |
|--------|-----------------|--|--|------------|
| 710.00 | Fringe Benefits |  |  | \$ 248,200 |
|--------|-----------------|--|--|------------|

#### DIRECT OPERATING

|        |                                 |    |           |                     |
|--------|---------------------------------|----|-----------|---------------------|
| 727.00 | Printing & Binding              | \$ | 3,000     |                     |
| 728.00 | Postage                         |    | 1,000     |                     |
| 729.00 | Copy Charges                    |    | 5,700     |                     |
| 730.00 | Office Supplies                 |    | 12,000    |                     |
| 732.00 | Educational Materials           |    | 100       |                     |
| 740.02 | Bottled Water                   |    | 5,200     |                     |
| 807.01 | Association Dues & Memberships  |    | 400       |                     |
| 819.00 | Licensing Fees                  |    | 2,700     |                     |
| 849.00 | Internal Communications Expense |    | 14,700    |                     |
| 850.00 | Communications Expense          |    | 2,300     |                     |
| 860.00 | Travel                          |    | 4,800     |                     |
| 901.00 | Advertising                     |    | 800       |                     |
| 940.00 | Building Rental                 |    | 35,700    |                     |
| 956.00 | Employee Training               |    | 7,000     |                     |
| 957.00 | Miscellaneous                   |    | 3,100     |                     |
| 968.01 | Computer Related Acquisitions   |    | 1,000     |                     |
| 999.11 | Transfer #221 Health            |    | 2,254,100 | \$ <u>2,353,600</u> |

|                                     |  |  |  |                            |
|-------------------------------------|--|--|--|----------------------------|
| <b>Total Estimated Expenditures</b> |  |  |  | <b>\$ <u>3,281,800</u></b> |
|-------------------------------------|--|--|--|----------------------------|

## HCS Administration (continued)

### Authorized Positions

| <u>Position Title</u>                 | <u>Pay Grade</u> | <u>FTE</u>            |
|---------------------------------------|------------------|-----------------------|
| Health & Community Services Director  | M9               | 1.0                   |
| Deputy Director                       | M6               | 1.0                   |
| Manager-HCS Fin Management Services   | M6               | 1.0                   |
| Financial Systems Supervisor          | P10              | 1.0                   |
| Operations Manager                    | P9               | .550                  |
| Senior Financial Analyst              | P8               | 4.0                   |
| Administrative Coordinator            | T9               | 1.0                   |
| Purchasing Coordinator                | T7               | 1.0                   |
| Administrative Assistant              | T6               | 1.0                   |
| Administrative Assistant/Receptionist | T6               | <u>0.6125</u>         |
| <b>Total Authorized Positions</b>     |                  | <b><u>12.1625</u></b> |

**Department: Veterans' Affairs**

**Function: Health and Welfare**

The Veterans Affairs Department, housed at the Health & Community Services Department, hosts two veterans' service organizations: the Marine Corps League and the American Legion. The Veterans Trust Fund is also administered through the Veterans Affairs Department. Services are provided to Kalamazoo County veterans and their families by the staff of the Department in addition to the representatives of the two participating service organizations.

Veterans and family members are assisted in filing claims, helping with disability and pension forms, providing information on legislation and other regulatory issues, referrals to other service organizations, as well as areas of general advocacy and advice.

## Veterans' Affairs

### Schedule of Estimated Expenditures

101-614

SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 90,200 |
|--------|-----------------|----|--------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 32,900 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                                 |    |               |
|--------|---------------------------------|----|---------------|
| 728.00 | Postage                         | \$ | 600           |
| 729.00 | Copy Charges                    |    | 500           |
| 730.00 | Office Supplies                 |    | 1,400         |
| 807.01 | Association Dues & Memberships  |    | 200           |
| 849.00 | Internal Communications Expense |    | 2,700         |
| 860.00 | Travel                          |    | 200           |
| 901.00 | Advertising                     |    | 700           |
| 940.00 | Building Rental                 |    | 14,100        |
| 956.00 | Employee Training               |    | 1,200         |
| 957.00 | Miscellaneous                   |    | 5,000         |
| 957.52 | Stand Down                      |    | 1,000         |
| 968.01 | Computer Related Acq.           |    | 200           |
|        |                                 | \$ | <u>27,800</u> |

|                                     |    |                       |
|-------------------------------------|----|-----------------------|
| <b>Total Estimated Expenditures</b> | \$ | <b><u>150,900</u></b> |
|-------------------------------------|----|-----------------------|

### Authorized Positions

| <u>Position Title</u>          | <u>Pay Grade</u> | <u>FTE</u> |
|--------------------------------|------------------|------------|
| Director of Veterans' Services | P9               | 1.0        |
| Veterans Service Specialist    | T7               | <u>1.0</u> |

|                                   |                   |
|-----------------------------------|-------------------|
| <b>Total Authorized Positions</b> | <b><u>2.0</u></b> |
|-----------------------------------|-------------------|

**Department: Health & Community Services**

**Function: Health**

Effective September 1, 2010 the duties for the Kalamazoo County Medical Examiner's Office have been performed under a subcontract by Edward E. Sparrow Hospital, Forensic Pathology, Lansing, Michigan for all services and staffing.

The Medical Examiner's Office consists of a Chief Medical Examiner, Deputy Medical Examiners and Medical Examiner Investigators. The Medical Examiner's Office investigates all cases of sudden, unexpected violent and accidental death, as well as deaths which occur without medical attendance. Investigations performed by the Medical Examiner's Office involve the cooperation of various public service agencies. When required, autopsies and medical studies are performed by the subcontractor's forensic pathologists in Lansing.

## Health and Community Services – Health

### Schedule of Estimated Expenditures

101-648

DIRECT OPERATING

|        |                                     |    |              |                          |
|--------|-------------------------------------|----|--------------|--------------------------|
| 808.00 | Contractual Services - Operations   | \$ | 427,500      |                          |
| 837.00 | Body Transport                      |    | 90,000       |                          |
| 849.00 | Internal Communications Expense     |    | 1,000        |                          |
| 850.00 | Communications Expense              |    | 600          |                          |
| 940.00 | Building Rental                     |    | <u>3,300</u> | \$ <u>522,400</u>        |
|        | <b>Total Estimated Expenditures</b> |    |              | \$ <b><u>522,400</u></b> |

**Department: Kalamazoo Community Mental Health Services (KCMHS) Authority**

**Function: Mental Health Services**

On January 1, 1997, the Kalamazoo County Board of Commissioners passed a resolution creating Kalamazoo Community Mental Health Services (KCMHS) Authority, which became a Mental Health Authority as provided under the Michigan Mental Health Code. The General Fund annual contribution to KCMHS was frozen when it was given authority status.

KCMHS is governed by a twelve-member board that are appointed by the County Board of Commissioners for a three-year term.

On October 1, 2002, KCMHS became the regional Medicaid Prepaid Health Plan for Kalamazoo, Allegan, Cass and St. Joseph Counties. KCMHS has a Medicaid Sub-Capitation arrangement with the other three Counties. Also on this date, KCMHS assumed the Substance Abuse Coordinating Agency responsibilities for Kalamazoo, Barry, Branch, St. Joseph and Van Buren Counties. The KCMHS gross annual budget is approximately \$123 million.

The majority of the funding in the annual budget is derived from the Medicaid and State General Funds, which are capitated and regulated by the State through a special service contract with KCMHS. The County's general funds are used to either match State and Federal funding or to fund community services.

The following information describes the Mental Health and Substance Abuse Services in Kalamazoo only.

- A wide array of services are provided to approximately 1,050 children with several emotional disturbances; 3,500 adults with a mental illness; 750 adults and children with developmental disabilities and 1,634 adults and children are provided with substance abuse treatment and prevention services.
- The majority of services provided through more than 118 contracts with community providers account for approximately 85% of the budgeted expenditures. A KCMHS staff of 229 employees provides the remaining services. Central administration cost is about 6.3% of the gross annual budget.

**Kalamazoo Community  
Mental Health Services Authority**

**Schedule of Estimated Expenditures**

101-649

DIRECT OPERATING

|        |                                     |                |                            |
|--------|-------------------------------------|----------------|----------------------------|
| 969.00 | Appropriation                       | \$ 1,550,400   |                            |
| 969.06 | Homeless Shelter Appropriation      | 67,600         |                            |
| 969.27 | Sub Abuse Alcohol Tax               | <u>844,800</u> | \$ <u>2,462,800</u>        |
|        | <b>Total Estimated Expenditures</b> |                | <b>\$ <u>2,462,800</u></b> |



**Department: Kalamazoo County Department of Human Services**

**Function: Social Services**

Under the Kalamazoo County Department of Human Services (DHS) Board, and the Michigan Department of Human Services, Kalamazoo County DHS provides community leadership, seeks to improve the quality of life by protecting children and vulnerable adults, delivers juvenile justice services, and provides support to strengthen families and individuals striving for independence.

Kalamazoo County DHS provides the following public assistance programs: Temporary Assistance for Needy Families grants (Family Independence Program); Day Care; Food Assistance; Medicaid and Emergency Relief. The agency administers the child support collection program, client fraud investigation and services to children and adults that include protective services, placement, home help and assistance with health, housing, and transportation.

The primary joint effort between Kalamazoo County and the local DHS Agency involves the care and supervision of more than 500 Kalamazoo County children who have been adjudicated as neglected or delinquent wards by the Family Division of Circuit Court. In order to fulfill these responsibilities, Kalamazoo County DHS maintains a regular child placing agency license regulated by the Office of Children's and Adult Licensing that is reviewed annually.

The DHS budget request represents the County's portion of the cost in caring for these children. The remaining costs are covered through state and federal funding. Every effort is made to review state and federal funding eligibility prior to utilizing the County Child Care fund. All three levels of government are experiencing higher childcare costs.

Through the use of in-home care programs and community collaboration, Kalamazoo County DHS has traditionally attempted to maintain children in their own homes, placed children with relatives or facilitated an earlier return home from out-of-home placements. These efforts are based in best child welfare practice and the belief that most children ultimately respond better with a parent or relative caregiver, achieve permanency sooner, and the fact that the majority of our children return home once the court supervised treatment plan has been successfully completed.

**Kalamazoo County Department of Human Services**

**Schedule of Estimated Expenditures**

101-670

DIRECT OPERATING

|        |                                     |    |                |                          |
|--------|-------------------------------------|----|----------------|--------------------------|
| 999.09 | Transfer to #290 M.D.H.S.           | \$ | 19,000         |                          |
| 999.19 | Transfer to #293 Child Care DSS     |    | <u>612,100</u> | \$ <u>631,100</u>        |
|        | <b>Total Estimated Expenditures</b> |    |                | \$ <b><u>631,100</u></b> |

**Services to Seniors**  
**Schedule of Estimated Expenditures**

101-672

DIRECT OPERATING

|        |                      |                   |
|--------|----------------------|-------------------|
| 999.34 | Transfer to #280 AAA | \$ <u>200,000</u> |
|--------|----------------------|-------------------|

|                                     |  |                          |
|-------------------------------------|--|--------------------------|
| <b>Total Estimated Expenditures</b> |  | <b>\$ <u>200,000</u></b> |
|-------------------------------------|--|--------------------------|

**Department: Veterans' Burial**

**Function: Health and Welfare**

This appropriation is for payment of the \$300 burial allowance provided for deceased County veterans and/or their spouses by State Law. Eligibility is determined by, and payment authorized through, investigation made by staff of the Veterans' Affairs Department.

## Veterans' Burial

### Schedule of Estimated Expenditures

101-681

DIRECT OPERATING

|        |                 |    |                |
|--------|-----------------|----|----------------|
| 833.00 | Burial Expenses | \$ | <u>104,000</u> |
|--------|-----------------|----|----------------|

|  |                                     |    |                       |
|--|-------------------------------------|----|-----------------------|
|  | <b>Total Estimated Expenditures</b> | \$ | <b><u>104,000</u></b> |
|--|-------------------------------------|----|-----------------------|

**Department: Indigent Veterans Emergency Funds**

**Function: Health and Welfare**

This appropriation is for emergency relief assistance to Military veterans residing in Kalamazoo County and having no other resources. Disbursements are authorized by the Director of Veterans' Affairs.

**Indigent Veterans Emergency Funds**  
**Schedule of Estimated Expenditures**

101-689

DIRECT OPERATING

|        |                                     |                        |
|--------|-------------------------------------|------------------------|
| 845.00 | Veterans Relief                     | \$ <u>9,800</u>        |
|        | <b>Total Estimated Expenditures</b> | <b>\$ <u>9,800</u></b> |



**Department: MSU Extension**

**Function: Helping people improve their lives through an educational process that applies knowledge to critical needs, issues, and opportunities.**

MSU Extension was built on the foundation of extending the university's knowledge to address real-world issues and opportunities facing Michigan residents. It continues with the same mission today: to help people in every community improve their lives through applied science-based, university-generated knowledge. MSU Extension staff members deliver educational programs centered on four broad topic areas:

**Agriculture & Agribusiness**

Supporting Michigan's second-largest industry is key to a brighter future. Activities in this area emphasize increasing agricultural producer success, supporting food safety, reaching new markets and advancing agriculture through applied research.

**Greening Michigan**

Moving toward a sustainable future for our state will require leveraging existing networks of community and economic development leaders, entrepreneurs, and visionaries. They'll engage new partnerships to focus on initiatives around responsibly managing Michigan's rich natural and human resources.

**Health & Nutrition**

Increasing Michigan's productivity and reducing healthcare costs will give Michigan residents the tools they need to embrace healthy living. A healthy population is also a sound financial investment for the future.

**Children & Youth**

Ensuring a productive workforce means preparing today's young people to be tomorrow's leaders, entrepreneurs, educators, mentors and skilled employees. Youth programs are empowering youngsters to expand their horizons and lay the foundation for lifetime success.

## MSU Extension

### Schedule of Estimated Expenditures

101-731

SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 87,700 |
|--------|-----------------|----|--------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 32,000 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                                 |    |            |
|--------|---------------------------------|----|------------|
| 728.00 | Postage                         | \$ | 500        |
| 729.00 | Copy Charges                    |    | 1,000      |
| 730.00 | Office Supplies                 |    | 600        |
| 808.00 | Contractual Services            |    | 106,100    |
| 849.00 | Internal Communications Expense |    | 12,000     |
| 860.00 | Travel                          |    | 800        |
| 940.00 | Building Rental                 |    | 49,900     |
| 941.00 | Equipment Rent/Lease            |    | 600        |
| 956.00 | Employee Training               |    | 500        |
|        |                                 |    | \$ 172,000 |

|                                     |           |                       |
|-------------------------------------|-----------|-----------------------|
| <b>Total Estimated Expenditures</b> | <b>\$</b> | <b><u>291,700</u></b> |
|-------------------------------------|-----------|-----------------------|

### Authorized Positions

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u> |
|-----------------------------------|------------------|------------|
| Consumer Horticulture Coordinator | P8               | 0.6        |
| Accounts Manager                  | T8               | 0.8        |
| Secretary II                      | T5               | 0.8        |

|                                   |                   |
|-----------------------------------|-------------------|
| <b>Total Authorized Positions</b> | <b><u>2.2</u></b> |
|-----------------------------------|-------------------|

**Law Library Appropriation**  
**Schedule of Estimated Expenditures**

101-740

DIRECT OPERATING

|        |                              |                  |
|--------|------------------------------|------------------|
| 999.14 | Transfer to #269 Law Library | \$ <u>42,900</u> |
|--------|------------------------------|------------------|

|                                     |  |                         |
|-------------------------------------|--|-------------------------|
| <b>Total Estimated Expenditures</b> |  | <b>\$ <u>42,900</u></b> |
|-------------------------------------|--|-------------------------|

**Department: Planning/Community Development**

**Function: Planning and General Services Administration**

The Kalamazoo County Planning Department was created in March of 1961. Its primary purpose was to provide staff assistance to the County Planning Commission, which was created on March 19, 1960 by the County Board of Supervisors under P.A. 282 of 1945, as amended. The department has since served in various capacities through its existence. Today, it fills the following major roles in County government:

1. Provide necessary staff support for various community development related citizen advisory boards of the County:
  - a. Kalamazoo Metropolitan County Planning Commission
  - b. Board of Public Works
  - c. Solid Waste Management Planning Committee
  - d. Economic Development Corporation (EDC)
  - e. Kalamazoo County Brownfield Redevelopment Authority (KCBRA)
2. Manage the countywide Geographic Information Systems (GIS) program and mapping website;
3. Manage the Soil Erosion and Sedimentation Control Program;
4. Oversee the Office of Resource Development that provides strategic planning support, grants management and staff support for KCBRA/EDC;
5. Provide staff planning and technical support to other County departments in areas of County-wide community development plans/projects and/or related services;
6. Work in conjunction with Southwest Michigan First to coordinate the County's economic development strategy;
7. Coordinate all community development and related planning activities of other County departments;
8. Coordinate developmental activities (physical or socio-economic) affecting more than one unit of government;
9. Provide a forum for discussion of plans and community development activities affecting neighboring counties;
10. Acts as liaison between County and other levels of government, public and quasi-public agencies in matters related to community development;
11. Provides leadership in educational forums related to planning, community development, and associated areas of interest;

## **Planning/Community Development (continued)**

12. Maintains the County Street Directory;
13. Monitors socio-economic trends within the County.

**Planning/Community Development (continued)**

**Schedule of Estimated Expenditures**

101-801

SALARIES

|        |                  |    |               |           |
|--------|------------------|----|---------------|-----------|
| 703.06 | Salary, Director | \$ | 78,900        |           |
| 704.00 | Salaries, Other  |    | <u>19,900</u> | \$ 98,800 |

FRINGE BENEFITS

|        |                 |  |  |           |
|--------|-----------------|--|--|-----------|
| 710.00 | Fringe Benefits |  |  | \$ 36,100 |
|--------|-----------------|--|--|-----------|

DIRECT OPERATING

|        |                                 |    |            |                  |
|--------|---------------------------------|----|------------|------------------|
| 727.00 | Printing & Binding              | \$ | 300        |                  |
| 728.00 | Postage                         |    | 500        |                  |
| 729.00 | Copy Charges                    |    | 600        |                  |
| 730.00 | Office Supplies                 |    | 1,000      |                  |
| 808.00 | Contractual Service             |    | 4,200      |                  |
| 808.21 | Systems Maintenance             |    | 4,700      |                  |
| 849.00 | Internal Communications Expense |    | 1,200      |                  |
| 850.00 | Communications Expense          |    | 600        |                  |
| 860.00 | Travel                          |    | 700        |                  |
| 931.00 | Equipment Maintenance           |    | 100        |                  |
| 956.00 | Employee Training               |    | 2,400      |                  |
| 957.00 | Miscellaneous                   |    | <u>100</u> | \$ <u>16,400</u> |

**Total Estimated Expenditures** \$ **151,300**

**Authorized Positions**

| <u>Position Title</u> | <u>Pay Grade</u> | <u>FTE</u> |
|-----------------------|------------------|------------|
| Planning Director     | M6               | 1.0        |
| GIS Coordinator       | P8               | <u>0.5</u> |

**Total Authorized Positions** **1.5**

**Department: Southwest Michigan First**

**Function: Economic Development**

Southwest Michigan First is the lead economic development organization for Kalamazoo County. It was created with a mission to build an effective partnership among business, education, foundations, and the public sector in pursuit of new opportunities for growth and development for the purpose of improving and developing the area's human, technical, and capital resources.

Six specific goals have been developed for the organization, which are:

1. Create a world class, sustainable, economic development agency focused on public/private partnerships;
2. Increase the presence of Kalamazoo County and the Southwest Michigan region in the State government and Michigan Economic Development Corporation;
3. Lead and develop the area's technology initiative in conjunction with:
  - a. Higher Education Consortium
  - b. Kalamazoo County Board of Commissioners
  - c. Cities and Villages
  - d. Townships
  - e. Kalamazoo County Chamber of Commerce
4. Maintain Kalamazoo as a manufacturing leader;
5. Develop high quality, competitive sites to compete globally for business attraction, while providing alternative space for local companies that need to expand.
6. Strengthen our alliances with our development partners:
  - a. Michigan Economic Development Corporation;
  - b. Private developers, realtors, and lenders;
  - c. Regional economic development organizations;
  - d. Kalamazoo County Chamber of Commerce;
  - e. Kalamazoo County Convention and Visitors Bureau.

*This page intentionally left blank*

**Southwest Michigan First**  
**Schedule of Estimated Expenditures**

101-856

DIRECT OPERATING

|        |                                 |                  |
|--------|---------------------------------|------------------|
| 969.00 | SW Michigan First Appropriation | \$ <u>75,000</u> |
|--------|---------------------------------|------------------|

|                                     |  |                         |
|-------------------------------------|--|-------------------------|
| <b>Total Estimated Expenditures</b> |  | <b>\$ <u>75,000</u></b> |
|-------------------------------------|--|-------------------------|

**Department: Strategic Issues**

**Function: Planning**

The 2012 Budget continues the Board of Commissioners' strategy begun in 1996 of providing additional funding for a variety of areas that seek to improve the overall face of County Government and services to citizens.

Previous initiatives pertained to continuation of grant funded innovative or creative programs that made a positive impact and/or mitigated social conditions that increase demands on County services. The Drug Court area is one such example whereby transition funding was allocated through the Strategic Issues budget. In 1998, \$150,000 was used to fund the Female Drug Court.

In 2012, the budget is focused on the following four major areas:

1. *Civic and Public Education* – The primary purpose of the \$10,000 budgeted in 2012 is to inform citizens in the community of the services provided by the County. An ad hoc committee of Board members and departmental/court staff will continue guiding this process.
2. *Strategic Planning* – The 2012 budget contains \$10,000 for ongoing work on the strategic planning process initiated by previous Boards and Administration.
3. *Management Development* - \$10,000 is budgeted in 2012 to provide countywide management training.
4. *Management Audit* – \$35,000 is budgeted in 2012 to be used for reviewing alternatives for meeting service needs and streamlining procedures with the expectation that the long term returns from improved effectiveness and efficiency will outweigh the initial investment. Any proposal for use of these funds must be submitted to the County Administrator for review and approval. Consultant contracts would then be presented to the Board of Commissioners for final approval.

## Strategic Issues

### Schedule of Estimated Expenditures

101-939

DIRECT OPERATING

|                                     |                        |    |        |                         |
|-------------------------------------|------------------------|----|--------|-------------------------|
| 956.05                              | Strategic Planning     | \$ | 5,000  |                         |
| 956.95                              | Management Development |    | 5,000  |                         |
| 957.70                              | Management Audit       |    | 25,000 | \$ <u>35,000</u>        |
| <b>Total Estimated Expenditures</b> |                        |    |        | <b>\$ <u>35,000</u></b> |

**Department: Contingencies**

**Function: Other**

Contingencies represent the unallocated monies in the General Fund which are available to meet unforeseen, emergency and/or nonrecurring expenditures.

## Contingencies

### Schedule of Estimated Expenditures

101-941

DIRECT OPERATING

|        |                                     |    |            |                          |
|--------|-------------------------------------|----|------------|--------------------------|
| 955.00 | Contingencies                       | \$ | 200,000    |                          |
| 955.01 | Disaster Contingency                |    | <u>500</u> | \$ <u>200,500</u>        |
|        | <b>Total Estimated Expenditures</b> |    |            | \$ <b><u>200,500</u></b> |

**Department: Reserves**

**Function: Other**

The 2012 Budget contains funding totaling \$301,200 identified as RESERVES. The funding is being set aside to allow the Board of Commissioners to possibly address critical needs in the community which have been identified in the past 18 to 36 months, or which may be identified during the budget period.

These areas are:

*Courthouse Security: \$261,200*

This reserve is set aside in this reserve account to be used to upgrade courthouse security arrangements. Current courthouse security at the Gull Road and Crosstown facilities is provided by a private security firm that staffs magnetometers at the public entrances. The Michigan Avenue facility is staffed by three, F-19 Sheriff Deputies. Administration, Courts and the Sheriff have been working to develop an enhanced plan to provide a higher level of security for the county courthouses. That plan will be brought before the Board of Commissioners in 2011 for discussion and action.

*Drug Court Reserve: \$40,000*

This reserve is to address the potential funding shortage for the County's Drug Courts. In July 2010, the Board of Commissioners adopted a policy to allocate funding up to a maximum of \$500,000. This allocation is solely at the Board's discretion, and the 2012 Operating Budget contains an allocation of \$40,000.

## Reserves

### Schedule of Estimated Expenditures

101-943

DIRECT OPERATING

|                                     |                    |    |                |                          |
|-------------------------------------|--------------------|----|----------------|--------------------------|
| 897.00                              | Reserves           | \$ | 261,200        |                          |
| 897.10                              | Drug Court Reserve |    | 40,000         |                          |
| 897.11                              | Demolition Reserve |    | <u>500,000</u> | \$ <u>801,200</u>        |
| <b>Total Estimated Expenditures</b> |                    |    |                | <b>\$ <u>801,200</u></b> |

**Department:**                    **Restricted Reserve  
For Personnel Expenses**

**Function:**                        **Other**

The Restricted Reserve for Personnel Expenses budget provides monies for approved payroll adjustments and allocates monies for the General Fund share of retiree's health care costs, and departments' use of temporary staff.

## Restricted Reserve For Personnel Expenses

### Schedule of Estimated Expenditures

101-945

#### SALARIES

|        |                    |    |        |
|--------|--------------------|----|--------|
| 705.00 | Salaries, Overtime | \$ | 50,000 |
|--------|--------------------|----|--------|

|        |             |    |        |
|--------|-------------|----|--------|
| 710.30 | Fringe Pool | \$ | 18,200 |
|--------|-------------|----|--------|

#### DIRECT OPERATING

|        |                                 |    |               |
|--------|---------------------------------|----|---------------|
| 808.62 | Contractual Temporary Employees | \$ | <u>50,000</u> |
|--------|---------------------------------|----|---------------|

|                                     |  |    |                       |
|-------------------------------------|--|----|-----------------------|
| <b>Total Estimated Expenditures</b> |  | \$ | <b><u>118,200</u></b> |
|-------------------------------------|--|----|-----------------------|

## Insurance

### Schedule of Estimated Expenditures

101-954

DIRECT OPERATING

|        |  |    |                          |
|--------|--|----|--------------------------|
| 911.00 | Insurance                              | \$ | <u>878,600</u>           |
|        | <b>Total Estimated Expenditures</b>    | \$ | <b><u>878,600</u></b>    |
|        | <b>Total General Fund Expenditures</b> | \$ | <b><u>60,054,400</u></b> |

## **LAW ENFORCEMENT FUND**

*This page intentionally left blank*

**Department: Law Enforcement Fund**

**Function: Law Enforcement**

On May 4, 2010 the voters of Kalamazoo County passed a resolution for a millage increase. This resolution called for up to an additional 1.4491 mills to be levied on the Taxable Valuation of all property in the County of Kalamazoo for a period of six years.

This millage increase was proposed based upon the County's efforts in generating new revenues, utilizing State and Federal funds, and increasing efficiencies in operations, but being unable to keep pace with inflationary factors and the demands of the community in the area of public safety.

A provision of the Board of Commissioners in this millage was a pledge to not reduce the General Fund portion of the regular operating budget more than five percent below the portion as of May 4, 2010, which was 68.7 percent.

## Law Enforcement

### Estimated Departmental Fund Sources

|         |                                 |               |    |                          |
|---------|---------------------------------|---------------|----|--------------------------|
| 104-130 | Non-Departmental                |               |    |                          |
| 403.00  | Property Tax Real & Personal    | \$ 10,900,000 |    |                          |
| 407.00  | Del Real Property Taxes         | 645,700       |    |                          |
| 417.00  | Del Personal Property Taxes     | 16,000        |    |                          |
| 425.00  | Payment in Lieu of Taxes        | 600           |    |                          |
| 447.00  | Interest                        | 600           |    |                          |
| 666.00  | Int-Invest & Dividend           | <u>20,000</u> | \$ | 11,582,900               |
| 104-229 | Prosecuting Attorney            |               |    |                          |
| 650.06  | K-Vet Reimbursement             |               | \$ | <u>70,000</u>            |
|         | <b>Total Estimated Revenues</b> |               | \$ | <b><u>11,652,900</u></b> |

**Circuit Court – Trial Division**  
**Schedule of Estimated Expenditures**

104-134

SALARIES

704.00 Salaries, Other \$ 300,900

FRINGE BENEFITS

710.06 Fringe Benefits, Temp \$ 109,800

DIRECT OPERATING

|        |                            |              |                   |
|--------|----------------------------|--------------|-------------------|
| 727.00 | Printing & Binding         | \$ 4,000     |                   |
| 728.00 | Postage                    | 14,000       |                   |
| 729.00 | Copy Charges               | 2,000        |                   |
| 730.00 | Office Supplies            | 2,000        |                   |
| 803.00 | Transcripts                | 17,000       |                   |
| 804.00 | Jury Fees                  | 25,000       |                   |
| 806.02 | Appeals Attorney Appointed | 44,000       |                   |
| 931.00 | Equipment Maintenance      | 6,000        |                   |
| 955.06 | Court Storage              | <u>9,700</u> | \$ <u>123,700</u> |

**Total Estimated Expenditures \$ 534,400**

**Authorized Positions**

| <u>Position Title</u>     | <u>Pay Grade</u> | <u>FTE</u> |
|---------------------------|------------------|------------|
| Law Clerk/Bailiff         | P9               | 2.0        |
| Collection Officer        | T9               | 1.0        |
| Judicial Aide             | P6               | 3.0        |
| Court Services Specialist | T8               | <u>1.0</u> |

**Total Authorized Positions 7.0**

**Circuit Court – Family Division**  
**Schedule of Estimated Expenditures**

104-135

SALARIES

|        |                 |    |         |
|--------|-----------------|----|---------|
| 704.00 | Salaries, Other | \$ | 393,200 |
|--------|-----------------|----|---------|

FRINGE BENEFITS

|        |                 |    |         |
|--------|-----------------|----|---------|
| 710.00 | Fringe Benefits | \$ | 143,500 |
|--------|-----------------|----|---------|

DIRECT OPERATING

|        |                             |    |                |                   |
|--------|-----------------------------|----|----------------|-------------------|
| 808.00 | Contractual Services        | \$ | 10,000         |                   |
| 999.17 | Transfer to #292 Child Care |    | <u>182,200</u> | \$ <u>192,200</u> |

|                                     |           |                       |
|-------------------------------------|-----------|-----------------------|
| <b>Total Estimated Expenditures</b> | <b>\$</b> | <b><u>728,900</u></b> |
|-------------------------------------|-----------|-----------------------|

**Authorized Positions**

| <u>Position Title</u>                | <u>Pay Grade</u> | <u>FTE</u>        |
|--------------------------------------|------------------|-------------------|
| Intake Supervisor                    | M5               | 0.5               |
| Field Services/Drug Court Supervisor | M5               | 0.5               |
| Referee                              | P13              | 1.0               |
| Juvenile Probation Officer II        | J12              | <u>4.5</u>        |
| <b>Total Authorized Positions</b>    |                  | <b><u>6.5</u></b> |

## District Court

### Schedule of Estimated Expenditures

104-136

#### SALARIES

704.00 Salaries, Other \$ 342,000

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 124,800

#### DIRECT OPERATING

955.06 Court Storage \$ 28,000

**Total Estimated Expenditures \$ 494,800**

### Authorized Positions

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>        |
|-----------------------------------|------------------|-------------------|
| Deputy Court Manager              | M3               | 1.0               |
| Probation Officer                 | P9               | 2.6               |
| Lein-Terminal Agency Coordinator  | D21              | 1.0               |
| Senior Deputy Clerk Lein          | D16              | 2.0               |
| Senior Deputy Clerk               | D15              | 1.0               |
| Probation Assistant               | D15              | 1.0               |
| <b>Total Authorized Positions</b> |                  | <b><u>8.6</u></b> |

**Friend of the Court**  
**Schedule of Estimated Expenditures**

104-141

DIRECT OPERATING

|        |                         |                  |
|--------|-------------------------|------------------|
| 999.10 | Transfer to #215 F.O.C. | \$ <u>20,000</u> |
|--------|-------------------------|------------------|

|                                     |  |                         |
|-------------------------------------|--|-------------------------|
| <b>Total Estimated Expenditures</b> |  | <b>\$ <u>20,000</u></b> |
|-------------------------------------|--|-------------------------|

## Prosecuting Attorney

### Schedule of Estimated Expenditures

104-229

#### SALARIES

704.00 Salaries, Other \$ 1,282,800

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 468,200

#### DIRECT OPERATING

|        |                                  |    |               |                  |
|--------|----------------------------------|----|---------------|------------------|
| 728.00 | Postage                          | \$ | 500           |                  |
| 729.00 | Copy Charges                     |    | 500           |                  |
| 730.00 | Office Supplies                  |    | 3,200         |                  |
| 805.00 | Witness Fees                     |    | 4,000         |                  |
| 849.00 | Internal Communications Expense  |    | 18,000        |                  |
| 850.00 | Communications Expense           |    | 2,000         |                  |
| 931.00 | Equipment Maintenance            |    | 1,000         |                  |
| 941.00 | Equipment Rent/Lease             |    | 3,000         |                  |
| 955.06 | Court Storage                    |    | 6,000         |                  |
| 956.00 | Employee Training                |    | 5,200         |                  |
| 963.31 | Pros/Info Systems Legal Research |    | <u>32,000</u> | \$ <u>75,400</u> |

**Total Estimated Expenditures** \$ **1,826,400**

**Prosecuting Attorney (continued)**

**Authorized Positions**

| <u>Position Title</u>              | <u>Pay Grade</u> | <u>FTE</u>                |
|------------------------------------|------------------|---------------------------|
| Assistant Prosecuting Attorney III | P13              | 5.0                       |
| Assistant Prosecuting Attorney II  | P12              | 8.0                       |
| Assistant Prosecuting Attorney I   | P11              | 1.0                       |
| Victim Advocate                    | P8               | 2.5                       |
| Charging Specialist                | T8               | 1.0                       |
| Senior Legal Assistant             | T7               | 1.5                       |
| Legal Secretary                    | T6               | 1.0                       |
| Secretary/Receptionist             | T5               | <u>1.0</u>                |
| <b>Total Authorized Positions</b>  |                  | <b><u><u>21.0</u></u></b> |

## Community Corrections

### Schedule of Estimated Expenditures

104-276

DIRECT OPERATING

|        |                     |    |               |
|--------|---------------------|----|---------------|
| 808.00 | Contractual Service | \$ | <u>11,000</u> |
|--------|---------------------|----|---------------|

|                                     |  |    |                      |
|-------------------------------------|--|----|----------------------|
| <b>Total Estimated Expenditures</b> |  | \$ | <b><u>11,000</u></b> |
|-------------------------------------|--|----|----------------------|









## Capital Improvements

### Schedule of Estimated Expenditures

104-444

DIRECT OPERATING

|                                     |                       |    |                          |
|-------------------------------------|-----------------------|----|--------------------------|
| 958.19                              | New Equipment Sheriff | \$ | 98,500                   |
| 958.20                              | New Equipment AS & E  |    | 29,000                   |
| <b>Total Estimated Expenditures</b> |                       |    | <b>\$ <u>127,500</u></b> |

## Contingencies

### Schedule of Estimated Expenditures

104-941

DIRECT OPERATING

|        |               |    |               |
|--------|---------------|----|---------------|
| 955.00 | Contingencies | \$ | <u>50,000</u> |
|--------|---------------|----|---------------|

|                                     |  |    |                      |
|-------------------------------------|--|----|----------------------|
| <b>Total Estimated Expenditures</b> |  | \$ | <b><u>50,000</u></b> |
|-------------------------------------|--|----|----------------------|

## Reserves

### Schedule of Estimated Expenditures

104-943

DIRECT OPERATING

897.00 Reserves \$ 0

**Total Estimated Expenditures** \$ 0

**Total Law Enforcement Expenditures** \$ 11,889,600

## **PARKS AND RECREATION FUND**

*This page intentionally left blank*

**Department: Parks and Recreation**

**Function: Parks and Expo Center**

The Parks and Recreation Department is responsible for planning and directing the construction, maintenance, and use of County parks and the Expo Center. More specifically, the department:

1. Plans, designs, and constructs county parks and recreational areas;
2. Operates and maintains public park lands totaling 1,350 acres;
3. Administers use of all facilities at the Kalamazoo County Expo Center and fairground;
4. Conducts a public relations program to inform the citizens of recreational opportunities available within the County's park system.

The department has a ten-member Parks and Recreation Commission. The Commission consists of seven members appointed by the Board of Commissioners, the County Drain Commissioner, a County Road Commissioner, and a County Planning Commissioner.

## Parks and Recreation

### Estimated Departmental Fund Sources

#### Administration/Support

208-000

|        |                                 |    |               |                   |
|--------|---------------------------------|----|---------------|-------------------|
| 600.54 | Trail Endowment                 | \$ | 9,500         |                   |
| 699.01 | Transfer from #101 General Fund |    | 258,900       |                   |
| 699.14 | Transfer from #229 Accom Tax    |    | <u>64,100</u> |                   |
|        | Total Estimated Revenues        |    |               | \$ <u>332,500</u> |

#### Markin Glen

208-001

|        |                           |    |              |                   |
|--------|---------------------------|----|--------------|-------------------|
| 600.51 | Park Foundation Endowment | \$ | 27,000       |                   |
| 649.00 | Campsites                 |    | 56,000       |                   |
| 649.02 | Firewood Sales            |    | 1,200        |                   |
| 649.05 | Group Camping             |    | 2,000        |                   |
| 654.02 | Admissions                |    | 40,000       |                   |
| 669.07 | House Rental              |    | 11,500       |                   |
| 670.01 | Picnic Reservations       |    | <u>4,500</u> |                   |
|        | Total Estimated Revenues  |    |              | \$ <u>142,200</u> |

#### Scotts Mill

208-002

|        |                          |    |              |                  |
|--------|--------------------------|----|--------------|------------------|
| 645.00 | Agricultural Lease       | \$ | 700          |                  |
| 654.02 | Admissions               |    | 6,500        |                  |
| 669.07 | House Rental             |    | 6,500        |                  |
| 670.01 | Picnic Reservations      |    | <u>2,000</u> |                  |
|        | Total Estimated Revenues |    |              | \$ <u>15,700</u> |

**Parks and Recreation (continued)**

**Cold Brook**

208-003

|        |                     |    |              |
|--------|---------------------|----|--------------|
| 649.00 | Campsites           | \$ | 54,000       |
| 649.02 | Firewood Sales      |    | 3,000        |
| 654.02 | Admissions          |    | 63,500       |
| 669.05 | Boat Rentals        |    | 700          |
| 670.01 | Picnic Reservations |    | <u>3,000</u> |

**Total Estimated Revenues** \$ 124,200

**Prairie View**

208-004

|        |                     |    |              |
|--------|---------------------|----|--------------|
| 654.02 | Admissions          | \$ | 66,000       |
| 669.05 | Boat Rentals        |    | 300          |
| 670.01 | Picnic Reservations |    | <u>4,500</u> |

**Total Estimated Revenues** \$ 70,800

**River Oaks**

208-005

|        |                       |    |              |
|--------|-----------------------|----|--------------|
| 654.02 | Admissions            | \$ | 8,000        |
| 654.03 | Softball              |    | 1,100        |
| 658.00 | Athletic Field Rental |    | 66,000       |
| 670.01 | Picnic Reservations   |    | <u>2,200</u> |

**Total Estimated Revenues** \$ 77,300

**Parks and Recreation (continued)**

**Fairgrounds**

208-006

|        |                              |    |               |
|--------|------------------------------|----|---------------|
| 608.08 | Service Fees                 | \$ | 20,000        |
| 649.06 | Fairgrounds Camping          |    | 40,000        |
| 655.01 | Fair Charges                 |    | 38,000        |
| 655.04 | Fairground Concessions       |    | 1,500         |
| 658.02 | Flea Market Revenue          |    | 15,000        |
| 669.02 | Storage                      |    | 2,500         |
| 669.03 | Rentals, Fairgrounds         |    | 300,000       |
| 699.14 | Transfer from #229 Accom Tax |    | <u>26,500</u> |

**Total Estimated Revenues** \$ 443,500

**KRV Trails**

208-007

|        |                 |    |               |
|--------|-----------------|----|---------------|
| 600.54 | Trail Endowment | \$ | <u>33,100</u> |
|--------|-----------------|----|---------------|

**Total Estimated Revenues** \$ 33,100

**KRV Trailway Programming**

208-008

|        |               |    |                |
|--------|---------------|----|----------------|
| 600.24 | Kellogg Grant | \$ | <u>300,000</u> |
|--------|---------------|----|----------------|

**Total Estimated Revenues** \$ 300,000

**Total Estimated Parks and Recreation Revenue** \$ **1,539,300**

## Administration/Support

### Schedule of Estimated Expenditures

208-000

#### SALARIES

|        |                     |    |               |            |
|--------|---------------------|----|---------------|------------|
| 703.06 | Salary, Director    | \$ | 85,400        |            |
| 704.00 | Salaries, Others    |    | 192,800       |            |
| 705.00 | Salaries, Overtime  |    | 3,000         |            |
| 706.00 | Salaries, Temporary |    | <u>16,000</u> | \$ 297,200 |

#### FRINGE BENEFITS

|        |                           |    |              |            |
|--------|---------------------------|----|--------------|------------|
| 710.00 | Fringe Benefits           | \$ | 102,600      |            |
| 710.06 | Fringe Benefits Temporary |    | <u>1,600</u> | \$ 104,200 |

#### DIRECT OPERATING

|        |                                 |    |              |                  |
|--------|---------------------------------|----|--------------|------------------|
| 727.00 | Printing & Binding              | \$ | 5,500        |                  |
| 728.00 | Postage                         |    | 1,800        |                  |
| 729.00 | Copy Charges                    |    | 2,200        |                  |
| 730.00 | Office Supplies                 |    | 3,100        |                  |
| 745.00 | Gasoline & Oil                  |    | 13,300       |                  |
| 776.00 | Ground Supplies                 |    | 1,500        |                  |
| 811.00 | Laundry                         |    | 900          |                  |
| 849.00 | Internal Communications Expense |    | 4,800        |                  |
| 850.00 | Communications Expense          |    | 2,100        |                  |
| 895.01 | Bank Fees                       |    | 1,500        |                  |
| 930.00 | Repairs & Alterations           |    | 7,200        |                  |
| 931.00 | Equipment Maintenance           |    | 9,000        |                  |
| 931.02 | Vehicle Maintenance             |    | 14,700       |                  |
| 934.00 | Grounds Maintenance             |    | 2,500        |                  |
| 935.00 | Horticultural Supplies          |    | 500          |                  |
| 941.00 | Equipment Rent/Lease            |    | 2,000        |                  |
| 956.00 | Employee Training               |    | 2,000        |                  |
| 957.00 | Miscellaneous                   |    | 2,000        |                  |
| 961.00 | Park Accessories                |    | <u>4,500</u> | \$ <u>81,100</u> |

**Total Estimated Expenditures** \$ **482,500**

**Parks and Recreation Administration/Support (continued)**

**Authorized Positions**

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>          |
|-----------------------------------|------------------|---------------------|
| Director – Parks                  | M6               | 1.0                 |
| Park Operations Manager           | P8               | 1.0                 |
| Sales and Marketing Coordinator   | P7               | 1.0                 |
| Administrative Assistant          | P6               | 1.0                 |
| Office Assistant                  | T5               | .625                |
| Maintenance Worker III            | S13B             | <u>1.0</u>          |
| <b>Total Authorized Positions</b> |                  | <b><u>5.625</u></b> |



## Scotts Mill Park

### Schedule of Estimated Expenditures

208-002

SALARIES

|        |                     |  |    |       |
|--------|---------------------|--|----|-------|
| 706.00 | Salaries, Temporary |  | \$ | 8,500 |
|--------|---------------------|--|----|-------|

FRINGE BENEFITS

|        |                            |  |    |     |
|--------|----------------------------|--|----|-----|
| 710.06 | Fringe Benefits, Temporary |  | \$ | 800 |
|--------|----------------------------|--|----|-----|

DIRECT OPERATING

|        |                          |    |            |                 |
|--------|--------------------------|----|------------|-----------------|
| 745.00 | Gasoline & Oil           | \$ | 1,200      |                 |
| 776.00 | Grounds Supplies         |    | 1,500      |                 |
| 931.00 | Equipment Maintenance    |    | 500        |                 |
| 931.15 | Rental House Maintenance |    | 500        |                 |
| 934.03 | Refuse Disposal          |    | <u>500</u> | \$ <u>4,200</u> |

|                                     |  |  |  |                         |
|-------------------------------------|--|--|--|-------------------------|
| <b>Total Estimated Expenditures</b> |  |  |  | \$ <b><u>13,500</u></b> |
|-------------------------------------|--|--|--|-------------------------|







## Fairgrounds

### Schedule of Estimated Expenditures

208-006

SALARIES

|        |                     |            |    |         |
|--------|---------------------|------------|----|---------|
| 704.00 | Salaries, Other     | \$ 130,100 |    |         |
| 705.00 | Salaries, Overtime  | 12,000     |    |         |
| 706.00 | Salaries, Temporary | 25,500     | \$ | 167,600 |

FRINGE BENEFITS

|        |                            |           |    |        |
|--------|----------------------------|-----------|----|--------|
| 710.00 | Fringe Benefits            | \$ 51,900 |    |        |
| 710.06 | Fringe Benefits, Temporary | 2,500     | \$ | 54,400 |

DIRECT OPERATING

|        |                         |          |    |        |
|--------|-------------------------|----------|----|--------|
| 745.00 | Gas & Oil               | \$ 2,500 |    |        |
| 775.00 | Janitorial Supplies     | 15,000   |    |        |
| 776.00 | Grounds Supplies        | 3,500    |    |        |
| 811.00 | Laundry                 | 1,200    |    |        |
| 850.00 | Communications Expense  | 200      |    |        |
| 901.05 | Flea Market Advertising | 4,500    |    |        |
| 930.01 | Building Maintenance    | 15,000   |    |        |
| 931.00 | Equipment Maintenance   | 3,000    |    |        |
| 934.03 | Refuse Disposal         | 3,000    |    |        |
| 957.04 | Special Events          | 28,000   | \$ | 75,900 |

**Total Estimated Expenditures** \$ **297,900**

### Authorized Positions

| <u>Position Title</u>              | <u>Pay Grade</u> | <u>FTE</u> |
|------------------------------------|------------------|------------|
| Expo Center Operations Coordinator | T9               | 1.0        |
| Fairgrounds Operator               | S12A             | 2.0        |
| Custodian                          | S06              | 1.0        |

**Total Authorized Positions** **4.0**



## KRV Trailway Programming

### Schedule of Estimated Expenditures

208-008

SALARIES

|        |                     |    |        |           |
|--------|---------------------|----|--------|-----------|
| 704.00 | Salaries, Other     | \$ | 78,600 |           |
| 706.00 | Salaries, Temporary |    | 6,500  | \$ 85,100 |

FRINGE BENEFITS

|        |                            |    |        |           |
|--------|----------------------------|----|--------|-----------|
| 710.00 | Fringe Benefits            | \$ | 28,700 |           |
| 710.06 | Fringe Benefits, Temporary |    | 600    | \$ 29,300 |

DIRECT OPERATING

|        |                         |    |               |                   |
|--------|-------------------------|----|---------------|-------------------|
| 728.00 | Postage                 | \$ | 4,000         |                   |
| 729.00 | Copy Charges            |    | 6,000         |                   |
| 730.00 | Office Supplies         |    | 2,500         |                   |
| 737.00 | Program Expenses        |    | 70,800        |                   |
| 808.00 | Contractual Service     |    | 53,900        |                   |
| 849.00 | Internal Communications |    | 3,000         |                   |
| 850.00 | Communications Expense  |    | 1,000         |                   |
| 860.00 | Travel                  |    | 5,000         |                   |
| 940.00 | Building Rental         |    | 6,400         |                   |
| 956.00 | Employee Training       |    | 5,000         |                   |
| 958.00 | New Equipment           |    | 10,000        |                   |
| 997.00 | Indirect Costs          |    | <u>16,600</u> | \$ <u>184,200</u> |

**Total Estimated Expenditures** \$ **298,600**

**Total Park Expenditures** \$ **1,539,300**

#### Authorized Positions

| <u>Position Title</u>        | <u>Pay Grade</u> | <u>FTE</u> |
|------------------------------|------------------|------------|
| Trailway Program Coordinator | P8               | 1.0        |
| Volunteer Coordinator        | T7               | .50        |
| Office Assistant             | T5               | <u>.50</u> |

**Total Authorized Positions** **2.0**

## **FRIEND OF THE COURT**

*This page intentionally left blank*

**Department:                    Circuit Court**

**Function:                        Friend of the Court**

The Friend of the Court is the investigation, accounting, reporting, and enforcing agency of the Circuit Court for domestic relations cases involving child and/or spousal support, child custody, and parenting time matters.

The powers, duties, and responsibilities of the Friend of the Court operations are governed by court rules, state and federal laws, and administrative orders. The Friend of the Court operations provide procedural and service information to the parties/attorneys; receive, record, and disburse monies paid under support orders; provide annual statements of accounts to the parties; enforce domestic relations orders involving custody, parenting time, support and income withholding orders; and provide mediation services to assist in voluntarily settling custody or parenting time disputes.

## Friend of the Court

### Estimated Departmental Fund Sources

215-000

|        |                                    |    |               |
|--------|------------------------------------|----|---------------|
| 502.00 | Federal Incentive                  | \$ | 292,000       |
| 608.30 | Judgment Fees-Child                |    | 11,000        |
| 608.32 | Judgment Fees-Evaluation           |    | 62,000        |
| 680.19 | IV D Reimbursement                 |    | 1,798,000     |
| 699.01 | Transfer from #101 General Fund    |    | 986,100       |
| 699.04 | Transfer from #104 Law Enforcement |    | <u>20,000</u> |

**Total Estimated Revenue**

**\$ 3,169,100**

## Friend of the Court

### Schedule of Estimated Expenditures

215-141

#### SALARIES

704.00 Salaries, Other \$ 2,096,500

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 765,200

#### DIRECT OPERATING

|        |                                 |              |                   |
|--------|---------------------------------|--------------|-------------------|
| 760.10 | Operating Supplies              | \$ 85,600    |                   |
| 807.03 | Credit Bureau/Lein Expense      | 3,600        |                   |
| 808.00 | Contractual Services            | 4,800        |                   |
| 808.06 | Data Processing                 | 40,000       |                   |
| 849.00 | Internal Communications Expense | 45,600       |                   |
| 850.00 | Communications Expense          | 2,000        |                   |
| 860.00 | Travel                          | 5,000        |                   |
| 931.00 | Equipment Maintenance           | 3,500        |                   |
| 941.00 | Equipment Rent/Lease            | 5,800        |                   |
| 952.00 | Family Counseling               | 100,000      |                   |
| 956.00 | Employee Training               | 10,000       |                   |
| 957.00 | Miscellaneous                   | <u>1,500</u> | \$ <u>307,400</u> |

**Total Estimated Expenditures** \$ **3,169,100**

**Total Friend of the Court Expenditures** \$ **3,169,100**

## Friend of the Court (continued)

### Authorized Positions

| <u>Position Title</u>                     | <u>Pay Grade</u> | <u>FTE</u>                |
|---|------------------|---------------------------|
| Friend of the Court                       | M6               | 1.0                       |
| Assistant Director                        | M4               | 1.0                       |
| Referee                                   | P13              | 2.0                       |
| Staff Atty/Supp & Modification Caseworker | P12              | 1.0                       |
| Family Counseling Supervisor              | P12              | 1.0                       |
| Enforcement Supervisor                    | P10              | 1.0                       |
| Analyst/Operations Coordinator            | P10              | 1.0                       |
| Enforcement Officer                       | P9               | 5.0                       |
| Medical Specialist Enforcement Officer    | P9               | 1.0                       |
| Interstate Specialist Enforcement Officer | P9               | 1.0                       |
| Customer Service Supervisor               | P7               | 1.0                       |
| Support Modification Caseworker           | P7               | 1.0                       |
| Account Services Supervisor               | P7               | 1.0                       |
| Payment Services Supervisor               | P7               | 1.0                       |
| Administrative Assistant                  | T8               | 1.0                       |
| Court Secretary                           | T7               | 1.0                       |
| Domestic Caseflow Coordinator             | T6               | 1.0                       |
| Daily Flow Specialist                     | T6               | 1.0                       |
| Senior Legal Assistant                    | T6               | 7.0                       |
| State Liaison                             | T6               | 2.0                       |
| Interstate Auditor                        | T6               | 2.0                       |
| Dom/Med Caseflow Specialist               | T6               | 2.0                       |
| Senior Client Services Rep                | T6               | 1.0                       |
| FOC Order Approval Specialist             | T6               | 1.0                       |
| Administrative Secretary                  | T6               | 1.0                       |
| Account Services Specialist               | T5               | 2.0                       |
| Account/Cashier Specialist                | T5               | 2.0                       |
| Caseflow Specialist/Customer Service Rep. | T5               | 5.0                       |
| Customer Service Specialist               | T4               | <u>1.0</u>                |
| <b>Total Authorized Positions</b>         |                  | <b><u><u>49.0</u></u></b> |

## **HEALTH AND COMMUNITY SERVICES FUND**

*This page intentionally left blank*

**Department: Health and Community Services:  
Public Health Services**

**Function: Health**

The Health Fund includes programs managed by the Public Health Agency of the Health & Community Services Department. The Medical Director is appointed by the Health & Community Services Department Director with the approval of the Director of the Michigan Department of Community Health.

The Health and Community Services Department is responsible for enforcement of mandated state and local health laws and is charged with the responsibility for developing programs which will enhance the health of the general community. The basic mission of the Health and Community Services Department is the prevention of and protection from disease and the promotion of good health for all residents of the County through assurance, assessment, and policy development.

This work is accomplished by professional public health personnel who function within the following areas:

1. Environmental Health;
2. Disease Control and Surveillance;
3. Health Promotion and Disease Prevention;
4. Maternal & Child Health Services;
5. Laboratory services and emergency preparedness.



## Health & Community Services Fund (continued)

### Vision and Hearing

221-208

|        |                     |    |               |
|--------|---------------------|----|---------------|
| 594.02 | Medicaid            | \$ | 10,200        |
| 600.02 | State Grant Revenue |    | 81,100        |
| 637.01 | School Hearing      |    | 11,700        |
| 637.02 | School Vision       |    | <u>14,700</u> |

#### Total Estimated Revenues

\$ **117,700**

### Hazardous Waste Program

221-217

|        |                             |    |            |
|--------|-----------------------------|----|------------|
| 470.01 | Waste Hauler Licensing Fees | \$ | 2,400      |
| 583.00 | Contract Revenue            |    | 175,500    |
| 600.10 | Donations                   |    | 1,600      |
| 608.08 | Service Fees                |    | 5,500      |
| 608.39 | Service Fees-Electronic     |    | 4,500      |
| 608.41 | Workshop Fees               |    | 5,000      |
| 635.23 | Recycling                   |    | 2,000      |
| 662.01 | Equipment Rental            |    | <u>500</u> |

#### Total Estimated Revenues

\$ **197,000**

### Immunization Clinic

221-225

|        |   |    |         |
|--------|---|----|---------|
| 556.02 | Commercial Insurance                            | \$ | 20,000  |
| 556.05 | Medicaid HMO                                    |    | 32,000  |
| 556.18 | Blood Lead HMO                                  |    | 500     |
| 557.00 | Medicare  |    | 300     |
| 558.02 | 1 <sup>st</sup> – 2 <sup>nd</sup> Party Vaccine |    | 71,000  |
| 561.00 | Foreign Travel Reimbursement                    |    | 50,000  |
| 594.02 | Medicaid  |    | 6,500   |
| 600.02 | State Grant Revenue                             |    | 194,600 |

## Health & Community Services Fund (continued)

|        |                           |               |
|--------|---------------------------|---------------|
| 600.20 | Medicaid CB Reimbursement | 6,100         |
| 600.41 | MCH                       | <u>90,500</u> |

**Total Estimated Revenues** \$ **471,500**

## Disease Surveillance

221-226

|        |                     |              |
|--------|---------------------|--------------|
| 556.05 | HMO                 | \$ 700       |
| 558.00 | Clinic Mantoux      | 14,500       |
| 594.02 | Medicaid            | 100          |
| 600.02 | State Grant Revenue | 193,100      |
| 600.03 | Local Grant Revenue | 100          |
| 635.15 | OSHA Reimbursement  | <u>8,000</u> |

**Total Estimated Revenues** \$ **216,500**

## STD

221-227

|        |                                     |              |
|--------|-------------------------------------|--------------|
| 555.00 | 1 <sup>st</sup> Party Reimbursement | \$ 10,500    |
| 556.05 | HMO                                 | 6,000        |
| 594.02 | Medicaid                            | 1,000        |
| 600.02 | State Grant Revenue                 | 232,400      |
| 600.20 | Medicaid CB Reimbursement           | <u>8,000</u> |

**Total Estimated Revenues** \$ **257,900**

## Environmental Administration

221-501

|        |                |               |
|--------|----------------|---------------|
| 638.00 | Record Copying | \$ <u>200</u> |
|--------|----------------|---------------|

**Total Estimated Revenues** \$ **200**

## Health & Community Services Fund (continued)

### EH-Food Safety & Facilities Division

221-502

|        |                                    |    |              |
|--------|------------------------------------|----|--------------|
| 450.00 | Mobile Food Permits                | \$ | 1,000        |
| 451.00 | Transitory Food Permits            |    | 6,500        |
| 452.00 | Seasonal Food Permits              |    | 5,000        |
| 453.00 | Food Service & Handling Permit     |    | 245,000      |
| 453.01 | Food Service Plan Review           |    | 16,000       |
| 454.00 | Food Temp. Permits                 |    | 16,000       |
| 455.00 | Vending Machines                   |    | 2,700        |
| 460.00 | Radon Kits                         |    | 1,600        |
| 461.01 | 3 <sup>rd</sup> Party Lead Screen  |    | 1,500        |
| 464.00 | Body Art Inspections               |    | 2,300        |
| 583.27 | Contracted Lead Service Fees       |    | 3,500        |
| 588.00 | Swim Pool Inspection               |    | 6,400        |
| 588.01 | Adult & Child E.H. Evaluations     |    | 10,000       |
| 588.02 | DHS-Adult & Child E.H. Evaluations |    | 5,000        |
| 588.03 | Pool/Spa Fees                      |    | 23,000       |
| 600.02 | State Grant Revenue                |    | 275,900      |
| 608.41 | Workshop Fees                      |    | 13,000       |
| 608.50 | Food Admin Fees                    |    | <u>3,000</u> |

### Total Estimated Revenues

\$ **637,400**

### EH-Land, Water & Wastewater Division

221-503

|        |                            |    |        |
|--------|----------------------------|----|--------|
| 456.00 | Camp Grounds               | \$ | 500    |
| 482.00 | Septic Tank Permits        |    | 44,400 |
| 482.01 | Public Septic Permits      |    | 1,100  |
| 483.00 | Septic Tank Install Permit |    | 7,600  |
| 486.00 | Well Permits               |    | 25,400 |
| 486.01 | Public Well Permits        |    | 2,100  |
| 486.02 | Non-Community Water        |    | 31,000 |
| 491.00 | Property Modification Fee  |    | 1,500  |
| 586.00 | Subdivision Plats          |    | 1,200  |
| 587.00 | Well & Septic Evaluation   |    | 14,200 |
| 587.02 | Water Sample Collection    |    | 400    |
| 587.04 | Drinking Water Monitoring  |    | 3,500  |

|        |  |              |                            |
|--------|--|--------------|----------------------------|
| 587.08 | Nontransient NCW System                | 4,500        |                            |
| 588.02 | DHS-Adult & Child E.H. Evaluation      | 2,000        |                            |
| 600.02 | State Grant Revenue                    | 210,200      |                            |
| 608.04 | Appeals Fees                           | 400          |                            |
| 608.41 | Workshop Fees                          | 800          |                            |
| 608.55 | Lab Handling Fees                      | <u>1,000</u> |                            |
|        | <b>Total Estimated Revenues</b>        |              | \$ <b><u>351,800</u></b>   |
|        | <b>Total Estimated Health Revenues</b> |              | \$ <b><u>5,659,600</u></b> |

## Health – Administration

### Schedule of Estimated Expenditures

221-201

#### SALARIES

703.06 Salary, Director \$ 105,000

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 38,300

#### DIRECT OPERATING

|        |                                   |    |        |                   |
|--------|-----------------------------------|----|--------|-------------------|
| 728.00 | Postage                           | \$ | 1,200  |                   |
| 729.00 | Copy Charges                      |    | 1,100  |                   |
| 730.00 | Office Supplies                   |    | 1,600  |                   |
| 732.00 | Educational Materials             |    | 700    |                   |
| 807.01 | Association Dues & Memberships    |    | 10,500 |                   |
| 808.00 | Contractual Services              |    | 32,500 |                   |
| 808.15 | Contractual Services-Operations   |    | 87,000 |                   |
| 849.00 | Internal Communications Expense   |    | 4,800  |                   |
| 850.00 | Communications Expense            |    | 300    |                   |
| 860.00 | Travel                            |    | 100    |                   |
| 895.01 | Bank Fees                         |    | 4,100  |                   |
| 895.02 | Service Fees                      |    | 1,800  |                   |
| 901.00 | Advertising                       |    | 300    |                   |
| 911.00 | Insurance                         |    | 2,100  |                   |
| 911.07 | Liability Insurance               |    | 7,600  |                   |
| 940.00 | Building Rental                   |    | 12,400 |                   |
| 956.00 | Employee Training                 |    | 3,000  |                   |
| 957.20 | Regional EPI Coordinator Expenses |    | 3,000  |                   |
| 968.01 | Computer Related Acquisitions     |    | 1,200  | \$ <u>175,300</u> |

**Total Estimated Expenditures** \$ **318,600**

## Health - Administration (continued)

### Authorized Positions

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>               |
|-----------------------------------|------------------|--------------------------|
| Epidemiologist                    | P11              | 1.0                      |
| Claims Analyst                    | T7               | <u>1.0</u>               |
| <b>Total Authorized Positions</b> |                  | <b><u><u>2.0</u></u></b> |

## Health Education

### Schedule of Estimated Expenditures

221-203

SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 50,000 |
|--------|-----------------|----|--------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 18,200 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                                 |    |              |                  |
|--------|---------------------------------|----|--------------|------------------|
| 728.00 | Postage                         | \$ | 100          |                  |
| 729.00 | Copy Charges                    |    | 500          |                  |
| 730.00 | Office Supplies                 |    | 800          |                  |
| 730.05 | Consumable Supplies             |    | 500          |                  |
| 732.00 | Educational Materials           |    | 500          |                  |
| 849.00 | Internal Communications Expense |    | 900          |                  |
| 850.00 | Communications Expense          |    | 400          |                  |
| 860.00 | Travel                          |    | 500          |                  |
| 940.00 | Building Rental                 |    | 2,900        |                  |
| 956.00 | Employee Training               |    | 2,500        |                  |
| 957.74 | Workshop Expenses               |    | <u>1,500</u> | \$ <u>11,100</u> |

|                                     |    |                      |
|-------------------------------------|----|----------------------|
| <b>Total Estimated Expenditures</b> | \$ | <b><u>79,300</u></b> |
|-------------------------------------|----|----------------------|

### Authorized Positions

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>        |
|-----------------------------------|------------------|-------------------|
| Health Equity Coordinator         | P10              | <u>1.0</u>        |
| <b>Total Authorized Positions</b> |                  | <b><u>1.0</u></b> |

## Dental Program

### Schedule of Estimated Expenditures

221-204

#### SALARIES

|        |                     |    |                |            |
|--------|---------------------|----|----------------|------------|
| 704.00 | Salaries, Other     | \$ | 510,800        |            |
| 706.00 | Salaries, Temporary |    | <u>220,000</u> | \$ 730,800 |

#### FRINGE BENEFITS

|        |                            |    |               |            |
|--------|----------------------------|----|---------------|------------|
| 710.00 | Fringe Benefits            | \$ | 186,400       |            |
| 710.06 | Fringe Benefits, Temporary |    | <u>22,000</u> | \$ 208,400 |

#### DIRECT OPERATING

|        |                                 |  |              |                   |
|--------|---------------------------------|--|--------------|-------------------|
| 728.00 | Postage                         |  | 1,100        |                   |
| 729.00 | Copy Charges                    |  | 6,000        |                   |
| 730.00 | Office Supplies                 |  | 10,000       |                   |
| 732.00 | Educational Materials           |  | 300          |                   |
| 744.00 | Uniform Allowance               |  | 3,000        |                   |
| 745.00 | Gas & Oil                       |  | 5,000        |                   |
| 760.00 | Medical Supplies                |  | 130,000      |                   |
| 807.01 | Association Dues & Memberships  |  | 1,400        |                   |
| 808.00 | Contractual Service             |  | 3,000        |                   |
| 819.02 | Licensing Fees                  |  | 400          |                   |
| 838.00 | Laboratory Services             |  | 10,000       |                   |
| 849.00 | Internal Communications Expense |  | 11,700       |                   |
| 850.00 | Communications Expense          |  | 1,800        |                   |
| 852.02 | Utilities Electric              |  | 1,400        |                   |
| 860.00 | Travel                          |  | 800          |                   |
| 865.00 | Incentives                      |  | 100          |                   |
| 895.02 | Service Fees                    |  | 4,000        |                   |
| 901.00 | Advertising                     |  | 200          |                   |
| 911.00 | Insurance                       |  | 10,000       |                   |
| 911.07 | Liability Insurance             |  | 500          |                   |
| 931.00 | Equipment Maintenance           |  | 6,500        |                   |
| 932.00 | Vehicle Maintenance             |  | 5,000        |                   |
| 940.00 | Building Rental                 |  | 36,300       |                   |
| 956.00 | Employee Training               |  | 3,000        |                   |
| 957.00 | Miscellaneous                   |  | 200          |                   |
| 968.01 | Computer Related Acquisitions   |  | <u>4,000</u> | \$ <u>255,700</u> |

**Total Estimated Expenditures**

**\$ 1,194,900**

**Health - Dental (continued)**

**Authorized Positions**

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>         |
|-----------------------------------|------------------|--------------------|
| Dentist                           | P12              | 1.0                |
| Supervisor                        | P9               | 1.0                |
| Dental Hygienist                  | P8               | 1.6                |
| Dental Claims Analyst             | T6               | 1.0                |
| Dental Assistant                  | T5               | 4.0                |
| Secretary II                      | T5               | <u>3.0</u>         |
| <b>Total Authorized Positions</b> |                  | <b><u>11.6</u></b> |

## Laboratory

### Schedule of Estimated Expenditures

221-206

#### SALARIES

704.00 Salaries, Others \$ 141,000

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 51,500

#### DIRECT OPERATING

|        |                                 |    |            |                   |
|--------|---------------------------------|----|------------|-------------------|
| 728.00 | Postage                         | \$ | 1,800      |                   |
| 729.00 | Copy Charges                    |    | 800        |                   |
| 730.00 | Office Supplies                 |    | 2,900      |                   |
| 732.00 | Educational Materials           |    | 500        |                   |
| 744.00 | Uniform Allowance               |    | 500        |                   |
| 760.09 | Lab Supplies                    |    | 87,500     |                   |
| 807.01 | Association Dues & Memberships  |    | 500        |                   |
| 819.02 | Licensing Fees                  |    | 4,500      |                   |
| 820.00 | Proficiency Testing             |    | 2,500      |                   |
| 849.00 | Internal Communications Expense |    | 8,200      |                   |
| 850.00 | Communications Expense          |    | 400        |                   |
| 860.00 | Travel                          |    | 1,000      |                   |
| 930.00 | Repairs & Alterations           |    | 4,500      |                   |
| 931.00 | Equipment Maintenance           |    | 14,900     |                   |
| 940.00 | Building Rental                 |    | 65,700     |                   |
| 956.00 | Employee Training               |    | 2,500      |                   |
| 957.00 | Miscellaneous                   |    | 200        |                   |
| 957.74 | Budget Reduction                |    | -64,600    |                   |
| 957.74 | Workshop Expenses               |    | 200        |                   |
| 968.01 | Computer Related Acquisitions   |    | <u>500</u> | \$ <u>135,000</u> |

**Total Estimated Expenditures** \$ **327,500**

**Laboratory (continued)**

**Authorized Positions**

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>               |
|-----------------------------------|------------------|--------------------------|
| Laboratory Manager                | M3               | 1.0                      |
| Laboratory Scientist              | P8               | 1.0                      |
| Medical Laboratory Technician     | P6               | <u>.80</u>               |
| <b>Total Authorized Positions</b> |                  | <b><u><u>2.8</u></u></b> |

## Vision and Hearing

### Schedule of Estimated Expenditures

221-208

SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 97,000 |
|--------|-----------------|----|--------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 35,400 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                                 |    |       |           |
|--------|---------------------------------|----|-------|-----------|
| 728.00 | Postage                         | \$ | 2,700 |           |
| 729.00 | Copy Charges                    |    | 1,300 |           |
| 730.00 | Office Supplies                 |    | 600   |           |
| 732.00 | Educational Materials           |    | 200   |           |
| 849.00 | Internal Communications Expense |    | 2,500 |           |
| 860.00 | Travel                          |    | 2,000 |           |
| 931.00 | Equipment Maintenance           |    | 800   |           |
| 940.00 | Building Rental                 |    | 8,600 |           |
| 956.00 | Employee Training               |    | 800   |           |
| 968.01 | Computer Related Acquisition    |    | 100   | \$ 19,600 |

|                                     |           |                       |
|-------------------------------------|-----------|-----------------------|
| <b>Total Estimated Expenditures</b> | <b>\$</b> | <b><u>152,000</u></b> |
|-------------------------------------|-----------|-----------------------|

### Authorized Positions

| <u>Position Title</u>                           | <u>Pay Grade</u> | <u>FTE</u> |
|---|------------------|------------|
| Certified Community Hearing & Vision Technician | T7               | 3.0        |

|                                   |                          |
|-----------------------------------|--------------------------|
| <b>Total Authorized Positions</b> | <b><u><u>3.0</u></u></b> |
|-----------------------------------|--------------------------|

## Hazardous Waste Program

### Schedule of Estimated Expenditures

221-217

#### SALARIES

|        |                     |    |               |            |
|--------|---------------------|----|---------------|------------|
| 704.00 | Salaries, Others    | \$ | 140,200       |            |
| 706.00 | Salaries, Temporary |    | <u>10,500</u> | \$ 150,700 |

#### FRINGE BENEFITS

|        |                            |    |              |           |
|--------|----------------------------|----|--------------|-----------|
| 710.00 | Kal Flex Fringe Benefits   | \$ | 51,200       |           |
| 710.06 | Fringe Benefits, Temporary |    | <u>1,000</u> | \$ 52,200 |

#### DIRECT OPERATING

|        |                                 |    |              |                   |
|--------|---------------------------------|----|--------------|-------------------|
| 728.00 | Postage                         | \$ | 400          |                   |
| 729.00 | Copy Charges                    |    | 900          |                   |
| 730.00 | Office Supplies                 |    | 1,200        |                   |
| 730.05 | Consumable Supplies             |    | 3,800        |                   |
| 730.06 | Consumables-Electronics         |    | 3,500        |                   |
| 732.00 | Educational Materials           |    | 2,000        |                   |
| 740.02 | Bottled Water                   |    | 200          |                   |
| 807.00 | Subscriptions                   |    | 100          |                   |
| 807.01 | Association Dues & Memberships  |    | 200          |                   |
| 808.00 | Contractual Services            |    | 114,200      |                   |
| 849.00 | Internal Communications Expense |    | 5,100        |                   |
| 852.00 | Utilities                       |    | 4,300        |                   |
| 860.00 | Travel                          |    | 2,500        |                   |
| 901.00 | Advertising                     |    | 7,500        |                   |
| 930.01 | Building Maintenance            |    | 6,400        |                   |
| 931.00 | Equipment Maintenance           |    | 2,400        |                   |
| 934.03 | Refuse Disposal                 |    | 1,700        |                   |
| 956.00 | Employee Training               |    | 3,000        |                   |
| 957.00 | Miscellaneous                   |    | 400          |                   |
| 957.34 | Special Projects                |    | 7,000        |                   |
| 957.74 | Workshop Expenses               |    | 5,000        |                   |
| 968.01 | Computer Related Acquisitions   |    | <u>1,600</u> | \$ <u>173,400</u> |

**Total Estimated Expenditures** \$ **376,300**

## Hazardous Waste Program (continued)

### Authorized Positions

| <u>Position Title</u>                      | <u>Pay Grade</u> | <u>FTE</u>               |
|--|------------------|--------------------------|
| Manager-Household Hazardous Waste Facility | P10              | 1.0                      |
| Household Hazardous Waste Specialist       | P7               | 0.9                      |
| Household Hazardous Waste Technician       | T7               | <u>1.0</u>               |
| <b>Total Authorized Positions</b>          |                  | <b><u><u>2.9</u></u></b> |

**Clinical Services Administration**  
**Schedule of Estimated Expenditures**

221-218

SALARIES

704.00 Salaries, Other \$ 315,300

FRINGE BENEFITS

710.00 Fringe Benefits \$ 115,100

DIRECT OPERATING

|        |                                 |            |                  |
|--------|---------------------------------|------------|------------------|
| 728.00 | Postage                         | \$ 100     |                  |
| 729.00 | Copy Charges                    | 200        |                  |
| 730.00 | Office Supplies                 | 2,000      |                  |
| 732.00 | Educational Materials           | 300        |                  |
| 807.01 | Association Dues & Memberships  | 100        |                  |
| 849.00 | Internal Communications Expense | 9,200      |                  |
| 850.00 | Communications Expense          | 800        |                  |
| 860.00 | Travel                          | 2,100      |                  |
| 865.00 | Incentives                      | 300        |                  |
| 901.00 | Advertising                     | 500        |                  |
| 940.00 | Building Rental                 | 19,100     |                  |
| 956.00 | Employee Training               | 6,000      |                  |
| 957.00 | Miscellaneous                   | 100        |                  |
| 968.01 | Computer Related Acquisitions   | <u>300</u> | \$ <u>41,100</u> |

**Total Estimated Expenditures \$ 471,500**

**Authorized Positions**

| <u>Position Title</u>          | <u>Pay Grade</u> | <u>FTE</u>    |
|--------------------------------|------------------|---------------|
| Program Manager                | M5               | 1.0           |
| Public Health Nurse Supervisor | P10              | 2.0           |
| Administrative Assistant       | T6               | 1.0           |
| Public Health Technician       | T5               | <u>2.9375</u> |

**Total Authorized Positions 6.9375**

## Maternal & Child Health Administration

### Schedule of Estimated Expenditures

221-221

SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 62,300 |
|--------|-----------------|----|--------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 22,700 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                                 |    |            |                 |
|--------|---------------------------------|----|------------|-----------------|
| 728.00 | Postage                         | \$ | 100        |                 |
| 729.00 | Copy Charges                    |    | 200        |                 |
| 730.00 | Office Supplies                 |    | 500        |                 |
| 849.00 | Internal Communications Expense |    | 1,200      |                 |
| 850.00 | Communications Expense          |    | 800        |                 |
| 860.00 | Travel                          |    | 400        |                 |
| 901.00 | Advertising                     |    | 100        |                 |
| 940.00 | Building Rental                 |    | 2,800      |                 |
| 956.00 | Employee Training               |    | 1,000      |                 |
| 957.00 | Miscellaneous                   |    | 100        |                 |
| 968.01 | Computer Related Acquisitions   |    | <u>100</u> | \$ <u>7,300</u> |

|                                     |    |                      |
|-------------------------------------|----|----------------------|
| <b>Total Estimated Expenditures</b> | \$ | <b><u>92,300</u></b> |
|-------------------------------------|----|----------------------|

#### Authorized Positions

| <u>Position Title</u> | <u>Pay Grade</u> | <u>FTE</u> |
|-----------------------|------------------|------------|
| Program Manager       | M4               | 1.0        |

|                                   |                   |
|-----------------------------------|-------------------|
| <b>Total Authorized Positions</b> | <b><u>1.0</u></b> |
|-----------------------------------|-------------------|

## Health Promotion & Disease Prevention Administration

### Schedule of Estimated Expenditures

221-222

SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 87,800 |
|--------|-----------------|----|--------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 32,700 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                                 |    |       |           |
|--------|---------------------------------|----|-------|-----------|
| 728.00 | Postage                         | \$ | 100   |           |
| 729.00 | Copy Charges                    |    | 200   |           |
| 730.00 | Office Supplies                 |    | 1,000 |           |
| 732.00 | Educational Materials           |    | 100   |           |
| 849.00 | Internal Communications Expense |    | 1,800 |           |
| 860.00 | Travel                          |    | 600   |           |
| 940.00 | Building Rental                 |    | 5,700 |           |
| 956.00 | Employee Training               |    | 1,500 |           |
| 957.00 | Miscellaneous                   |    | 100   |           |
| 968.01 | Computer Related Acquisition    |    | 200   | \$ 11,300 |

|                                     |           |                       |
|-------------------------------------|-----------|-----------------------|
| <b>Total Estimated Expenditures</b> | <b>\$</b> | <b><u>131,800</u></b> |
|-------------------------------------|-----------|-----------------------|

#### Authorized Positions

| <u>Position Title</u>    | <u>Pay Grade</u> | <u>FTE</u> |
|--------------------------|------------------|------------|
| Program Manager          | M4               | 1.0        |
| Administrative Assistant | T6               | 1.0        |

|                                   |                   |
|-----------------------------------|-------------------|
| <b>Total Authorized Positions</b> | <b><u>2.0</u></b> |
|-----------------------------------|-------------------|

## Immunization Clinic

### Schedule of Estimated Expenditures

221-225

SALARIES

|        |                 |    |         |
|--------|-----------------|----|---------|
| 704.00 | Salaries, Other | \$ | 135,700 |
|--------|-----------------|----|---------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 49,500 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                                      |    |              |                   |
|--------|--------------------------------------|----|--------------|-------------------|
| 728.00 | Postage                              | \$ | 300          |                   |
| 729.00 | Copy Charges                         |    | 3,000        |                   |
| 730.00 | Office Supplies                      |    | 3,000        |                   |
| 730.05 | Consumable Supplies                  |    | 500          |                   |
| 732.00 | Educational Materials                |    | 300          |                   |
| 760.00 | Medical Supplies                     |    | 6,700        |                   |
| 760.01 | General Medications                  |    | 100,000      |                   |
| 849.00 | Internal Communications Expense      |    | 6,100        |                   |
| 860.00 | Travel                               |    | 100          |                   |
| 931.00 | Equipment Maintenance                |    | 500          |                   |
| 940.00 | Building Rental                      |    | 23,900       |                   |
| 956.00 | Employee Training                    |    | 500          |                   |
| 957.00 | Miscellaneous                        |    | 100          |                   |
| 957.84 | Immunizations Field Svcs Rep Expense |    | 5,000        |                   |
| 968.01 | Computer Related Acquisitions        |    | <u>1,200</u> | \$ <u>151,200</u> |

|                                     |           |                       |
|-------------------------------------|-----------|-----------------------|
| <b>Total Estimated Expenditures</b> | <b>\$</b> | <b><u>336,400</u></b> |
|-------------------------------------|-----------|-----------------------|

#### Authorized Positions

| <u>Position Title</u> | <u>Pay Grade</u> | <u>FTE</u> |
|-----------------------|------------------|------------|
| Public Health Nurse   | P9               | <u>2.5</u> |

|                                   |                   |
|-----------------------------------|-------------------|
| <b>Total Authorized Positions</b> | <b><u>2.5</u></b> |
|-----------------------------------|-------------------|

## Disease Surveillance

### Schedule of Estimated Expenditures

221-226

#### SALARIES

704.00 Salaries, Other \$ 248,500

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 90,700

#### DIRECT OPERATING

|        |                                 |    |            |                  |
|--------|---------------------------------|----|------------|------------------|
| 728.00 | Postage                         | \$ | 1,000      |                  |
| 729.00 | Copy Charges                    |    | 1,400      |                  |
| 730.00 | Office Supplies                 |    | 3,000      |                  |
| 730.05 | Consumable Supplies             |    | 100        |                  |
| 732.00 | Educational Materials           |    | 200        |                  |
| 760.00 | Medical Supplies                |    | 2,700      |                  |
| 760.01 | General Medications             |    | 8,400      |                  |
| 807.00 | Subscriptions                   |    | 200        |                  |
| 807.01 | Association Dues & Memberships  |    | 200        |                  |
| 808.00 | Contractual Services            |    | 2,500      |                  |
| 838.00 | Laboratory Services             |    | 3,900      |                  |
| 849.00 | Internal Communications Expense |    | 6,100      |                  |
| 850.00 | Communications Expense          |    | 100        |                  |
| 860.00 | Travel                          |    | 1,500      |                  |
| 865.01 | TB Incentives                   |    | 100        |                  |
| 940.00 | Building Rental                 |    | 18,200     |                  |
| 956.00 | Employee Training               |    | 3,000      |                  |
| 957.00 | Miscellaneous                   |    | 100        |                  |
| 968.01 | Computer Related Acquisition    |    | <u>200</u> | \$ <u>52,900</u> |

**Total Estimated Expenditures** \$ **392,100**

## Disease Surveillance (continued)

### Authorized Positions

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>        |
|-----------------------------------|------------------|-------------------|
| Public Health Nurse Specialist    | P9               | 3.7               |
| Administrative Assistant          | T6               | <u>1.0</u>        |
| <b>Total Authorized Positions</b> |                  | <b><u>4.7</u></b> |

## S.T.D.

### Schedule of Estimated Expenditures

221-227

#### SALARIES

704.00 Salaries, Other \$ 160,600

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 58,600

#### DIRECT OPERATING

|        |                                 |    |            |                   |
|--------|---------------------------------|----|------------|-------------------|
| 728.00 | Postage                         | \$ | 700        |                   |
| 729.00 | Copy Charges                    |    | 2,500      |                   |
| 730.00 | Office Supplies                 |    | 6,300      |                   |
| 730.05 | Consumable Supplies             |    | 100        |                   |
| 732.00 | Educational Materials           |    | 500        |                   |
| 760.00 | Medical Supplies                |    | 5,400      |                   |
| 838.00 | Laboratory Services             |    | 55,900     |                   |
| 849.00 | Internal Communications Expense |    | 7,300      |                   |
| 850.00 | Communications Expense          |    | 400        |                   |
| 860.00 | Travel                          |    | 900        |                   |
| 940.00 | Building Rental                 |    | 26,800     |                   |
| 956.00 | Employee Training               |    | 2,700      |                   |
| 957.00 | Miscellaneous                   |    | 100        |                   |
| 968.01 | Computer Related Acquisitions   |    | <u>300</u> | \$ <u>109,900</u> |

**Total Estimated Expenditures** \$ **329,100**

#### Authorized Positions

| <u>Position Title</u>            | <u>Pay Grade</u> | <u>FTE</u> |
|----------------------------------|------------------|------------|
| Public Health Nurse Practitioner | P12              | 1.0        |
| Public Health Nurse              | P9               | 1.0        |
| Disease Intervention Specialist  | T10              | 1.0        |
| Program Assistant                | T6               | <u>.50</u> |

**Total Authorized Positions** **3.5**

## HIV Counseling & Testing

### Schedule of Estimated Expenditures

221-301

SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 40,300 |
|--------|-----------------|----|--------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 14,700 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                                 |    |            |                  |
|--------|---------------------------------|----|------------|------------------|
| 728.00 | Postage                         | \$ | 200        |                  |
| 729.00 | Copy Charges                    |    | 700        |                  |
| 730.00 | Office Supplies                 |    | 900        |                  |
| 732.00 | Educational Materials           |    | 100        |                  |
| 760.00 | Medical Supplies                |    | 1,200      |                  |
| 849.00 | Internal Communications Expense |    | 1,800      |                  |
| 850.00 | Communications Expense          |    | 300        |                  |
| 860.00 | Travel                          |    | 700        |                  |
| 940.00 | Building Rental                 |    | 4,500      |                  |
| 956.00 | Employee Training               |    | 500        |                  |
| 957.00 | Miscellaneous                   |    | 100        |                  |
| 968.01 | Computer Related Acquisitions   |    | <u>100</u> | \$ <u>11,100</u> |

|                                     |    |                      |
|-------------------------------------|----|----------------------|
| <b>Total Estimated Expenditures</b> | \$ | <b><u>66,100</u></b> |
|-------------------------------------|----|----------------------|

#### Authorized Positions

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>        |
|-----------------------------------|------------------|-------------------|
| Prevention Specialist             | P8               | <u>1.0</u>        |
| <b>Total Authorized Positions</b> |                  | <b><u>1.0</u></b> |

**Environmental Administration**  
**Schedule of Estimated Expenditures**

221-501

SALARIES

704.00 Salaries \$ 179,600

FRINGE BENEFITS

710.00 Fringe Benefits \$ 65,600

DIRECT OPERATING

|        |                                 |              |                  |
|--------|---------------------------------|--------------|------------------|
| 728.00 | Postage                         | \$ 200       |                  |
| 729.00 | Copy Charges                    | 500          |                  |
| 730.00 | Office Supplies                 | 6,500        |                  |
| 807.00 | Subscriptions                   | 200          |                  |
| 807.01 | Association Dues & Memberships  | 200          |                  |
| 808.00 | Contractual Service             | 300          |                  |
| 849.00 | Internal Communications Expense | 6,600        |                  |
| 850.00 | Communications Expense          | 1,200        |                  |
| 860.00 | Travel                          | 3,000        |                  |
| 940.00 | Building Rental                 | 10,100       |                  |
| 956.00 | Employee Training               | 2,000        |                  |
| 957.00 | Miscellaneous                   | 300          |                  |
| 968.01 | Computer Related Acquisitions   | <u>1,500</u> | \$ <u>32,600</u> |

**Total Estimated Expenditures** \$ **277,800**

**Authorized Positions**

| <u>Position Title</u>             | <u>Pay Grade</u> | <u>FTE</u>        |
|-----------------------------------|------------------|-------------------|
| Bureau Director-EH & Lab Services | M5               | 1.0               |
| Administrative Assistant          | T6               | <u>3.0</u>        |
| <b>Total Authorized Positions</b> |                  | <b><u>4.0</u></b> |

## EH - Food Safety & Facilities Division

### Schedule of Estimated Expenditures

221-502

#### SALARIES

704.00 Salaries \$ 406,400

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 148,300

#### DIRECT OPERATING

|        |                                 |    |              |                  |
|--------|---------------------------------|----|--------------|------------------|
| 728.00 | Postage                         | \$ | 3,000        |                  |
| 729.00 | Copy Charges                    |    | 2,500        |                  |
| 730.00 | Office Supplies                 |    | 1,700        |                  |
| 760.13 | Program Supplies                |    | 2,000        |                  |
| 807.01 | Association Dues & Memberships  |    | 100          |                  |
| 808.00 | Contractual Service             |    | 5,000        |                  |
| 849.00 | Internal Communications Expense |    | 6,300        |                  |
| 850.00 | Communications Expense          |    | 1,900        |                  |
| 860.00 | Travel                          |    | 20,000       |                  |
| 931.00 | Equipment Maintenance           |    | 1,000        |                  |
| 940.00 | Building Rental                 |    | 17,200       |                  |
| 956.00 | Employee Training               |    | 8,000        |                  |
| 957.00 | Miscellaneous                   |    | 200          |                  |
| 957.74 | Workshop Expenses               |    | 7,000        |                  |
| 968.01 | Computer Related Acquisitions   |    | <u>3,000</u> | \$ <u>78,900</u> |

**Total Estimated Expenditures** \$ **633,600**

**EH-Food Safety and Facilities Division (continued)**

**Authorized Positions**

| <u>Position Title</u>                  | <u>Pay Grade</u> | <u>FTE</u>        |
|--|------------------|-------------------|
| Program Supervisor - EH Planned        | P10              | 1.0               |
| Senior Environmental Health Specialist | P8               | 3.0               |
| Shelter Environment Health Specialist  | P8               | 1.0               |
| Environmental Health Specialist        | P7               | <u>3.0</u>        |
| <b>Total Authorized Positions</b>      |                  | <b><u>8.0</u></b> |

## EH – Land, Water & Wastewater Division

### Schedule of Estimated Expenditures

221-503

SALARIES

|        |          |    |         |
|--------|----------|----|---------|
| 704.00 | Salaries | \$ | 296,600 |
|--------|----------|----|---------|

FRINGE BENEFITS

|        |                 |    |         |
|--------|-----------------|----|---------|
| 710.00 | Fringe Benefits | \$ | 108,300 |
|--------|-----------------|----|---------|

DIRECT OPERATING

|        |                                 |              |                  |
|--------|---------------------------------|--------------|------------------|
| 727.00 | Printing & Binding              | \$           | 400              |
| 728.00 | Postage                         |              | 2,500            |
| 729.00 | Copy Charges                    |              | 1,400            |
| 730.00 | Office Supplies                 |              | 1,200            |
| 732.00 | Educational Materials           |              | 400              |
| 760.13 | Program Supplies                |              | 1,600            |
| 807.01 | Association Dues & Memberships  |              | 400              |
| 808.00 | Contractual Service             |              | 400              |
| 818.00 | Lab Specimens                   |              | 16,000           |
| 849.00 | Internal Communications Expense |              | 5,100            |
| 850.00 | Communications Expense          |              | 800              |
| 860.00 | Travel                          |              | 20,400           |
| 931.00 | Equipment Maintenance           |              | 1,300            |
| 940.00 | Building Rental                 |              | 15,200           |
| 956.00 | Employee Training               |              | 6,500            |
| 957.00 | Miscellaneous                   |              | 400              |
| 957.74 | Workshop Expenses               |              | 600              |
| 968.01 | Computer Related Acquisitions   | <u>1,500</u> | \$ <u>76,100</u> |

|                                     |  |    |                       |
|-------------------------------------|--|----|-----------------------|
| <b>Total Estimated Expenditures</b> |  | \$ | <b><u>481,000</u></b> |
|-------------------------------------|--|----|-----------------------|

|  |  |    |                         |
|--|--|----|-------------------------|
| <b>Total Health Estimated Expenditures</b> |  | \$ | <b><u>5,659,600</u></b> |
|--|--|----|-------------------------|

**EH-Land, Water and Wastewater Division (continued)**

**Authorized Positions**

| <u>Position Title</u>                  | <u>Pay Grade</u> | <u>FTE</u>                |
|--|------------------|---------------------------|
| Program Supervisor - EH Demand         | P10              | 1.0                       |
| Senior Environmental Health Specialist | P8               | 4.0                       |
| Environmental Health Specialist        | P7               | <u>1.0</u>                |
| <b>Total Authorized Positions</b>      |                  | <b><u><u>6.00</u></u></b> |

*This page intentionally left blank*

## **CHILD CARE FUND**

*This page intentionally left blank*

**Department:                    Circuit Court**

**Function:                        Child Care Fund**

The Child Care Fund is a county-state funded program whereby the State of Michigan cooperates with the County of Kalamazoo to provide care and services for children. The Child Care Fund supports:

1. Institutions, camp, residential and foster care state programs and placements;
2. Private institutional Court placements;
3. Court supervised foster care and group homes;
4. In-home care, detention and probation programs, and educational services;
5. Diagnostic, psychological and medical services;
6. Juvenile Home detention
7. Intensive Learning Center – Alternative School

## Child Care

### Estimated Departmental Fund Sources

#### Juvenile Home

292-662

|        |                                       |    |                |
|--------|---------------------------------------|----|----------------|
| 562.00 | State of Michigan Matching Funds      | \$ | 3,419,300      |
| 622.03 | Administration & Probate Service Fees |    | 700            |
| 675.03 | Contribution – Local Agency           |    | 3,000          |
| 685.00 | USDA Food Program                     |    | 83,500         |
| 685.01 | Parent Reimbursements                 |    | 30,200         |
| 685.02 | Other Counties                        |    | 44,000         |
| 699.01 | Transfer from #101 General Fund       |    | 3,412,100      |
| 699.04 | Transfer from #104 Law Enforcement    |    | <u>182,200</u> |

**Total Estimated Revenues** \$ **7,175,000**

**Total Estimated Child Care Revenues** \$ **7,175,000**

## Juvenile Home

### Schedules of Estimated Expenditures

292-662

#### SALARIES

|        |                     |    |                |              |
|--------|---------------------|----|----------------|--------------|
| 704.00 | Salaries, Other     | \$ | 1,838,100      |              |
| 705.00 | Salaries, Overtime  |    | 150,000        |              |
| 706.00 | Salaries, Temporary |    | <u>155,000</u> | \$ 2,143,100 |

#### FRINGE BENEFITS

|        |                            |    |               |            |
|--------|----------------------------|----|---------------|------------|
| 710.00 | Fringe Benefits            | \$ | 725,700       |            |
| 710.06 | Fringe Benefits, Temporary |    | <u>15,500</u> | \$ 741,200 |

#### DIRECT OPERATING

|        |                                 |    |         |  |
|--------|---------------------------------|----|---------|--|
| 720.00 | Physical Exams                  | \$ | 5,000   |  |
| 727.00 | Printing & Binding              |    | 600     |  |
| 728.00 | Postage                         |    | 2,500   |  |
| 729.00 | Copy Charges                    |    | 4,000   |  |
| 730.00 | Office Supplies                 |    | 11,600  |  |
| 732.01 | Periodicals & Books             |    | 200     |  |
| 739.00 | Recreation Program              |    | 6,000   |  |
| 740.00 | Provisions                      |    | 125,000 |  |
| 741.00 | Kitchen Supplies                |    | 20,000  |  |
| 743.00 | Clothing & Bedding              |    | 10,000  |  |
| 744.03 | Uniforms & Accessories          |    | 2,500   |  |
| 745.00 | Gasoline & Oil                  |    | 5,000   |  |
| 760.00 | Medical Supplies                |    | 25,000  |  |
| 760.04 | Hygiene Supplies                |    | 10,000  |  |
| 775.00 | Janitorial Supplies             |    | 10,000  |  |
| 777.00 | Household Supplies              |    | 5,000   |  |
| 808.00 | Contractual Services            |    | 17,800  |  |
| 808.07 | Evaluation                      |    | 2,000   |  |
| 849.00 | Internal Communications Expense |    | 19,500  |  |
| 850.00 | Communications Expense          |    | 1,700   |  |
| 852.90 | Juvenile Home-Electric          |    | 173,000 |  |
| 852.91 | Juvenile Home-Natural Gas       |    | 98,000  |  |
| 852.92 | Juvenile Home-Water             |    | 6,000   |  |
| 860.00 | Travel                          |    | 2,500   |  |
| 930.01 | Building Maintenance            |    | 31,000  |  |

**Child Care – Juvenile Home (continued)**

|                                     |                                 |              |                            |
|-------------------------------------|---------------------------------|--------------|----------------------------|
| 931.00                              | Equipment Maintenance           | 5,000        |                            |
| 931.01                              | Office Equipment Maintenance    | 700          |                            |
| 931.02                              | Vehicle Maintenance             | 4,000        |                            |
| 941.00                              | Equipment Rent/Lease            | 3,500        |                            |
| 956.00                              | Employee Training               | 14,000       |                            |
| 957.05                              | Miscellaneous Non-Reimbursement | 1,500        |                            |
| 957.38                              | Rehabilitation Programs         | 6,500        |                            |
| 970.75                              | Circuit Court Software          | 14,200       |                            |
| 973.00                              | Supplies & Equipment            | <u>6,500</u> | \$ <u>649,800</u>          |
| <b>Total Estimated Expenditures</b> |                                 |              | <b>\$ <u>3,534,100</u></b> |

**Authorized Positions**

| <u>Position Title</u>                     | <u>Pay Grade</u> | <u>FTE</u>          |
|---|------------------|---------------------|
| Juvenile Home Administrator               | M7               | 1.0                 |
| Secure Detention Program Manager          | M4               | 1.0                 |
| Treatment Unit Program Manager            | M4               | 1.0                 |
| Psychologist                              | P11              | 1.0                 |
| Program Manager-Youth Systems Development | P10              | 1.0                 |
| Shift Supervisor                          | P9               | 4.0                 |
| Public Health Nurse                       | P9               | 1.0                 |
| Administrative Assistant                  | T8               | 1.0                 |
| Youth Specialist II                       | A17              | 22.0                |
| Youth Specialist I                        | A16              | 2.0                 |
| Youth Specialist (Part-time)              | A15              | 9.15                |
| Head Cook                                 | A14              | 1.0                 |
| Detention Secretary                       | A13              | 1.0                 |
| Cook                                      | A11              | 1.0                 |
| Building Operator II                      | S12B             | 1.0                 |
| Custodian                                 | S06              | <u>2.5</u>          |
| <b>Total Authorized Positions</b>         |                  | <b><u>50.65</u></b> |

## In Home Care

### Schedules of Estimated Expenditures

292-664

SALARIES

|        |                 |    |         |
|--------|-----------------|----|---------|
| 704.00 | Salaries, Other | \$ | 332,000 |
|--------|-----------------|----|---------|

FRINGE BENEFITS

|        |                 |    |         |
|--------|-----------------|----|---------|
| 710.00 | Fringe Benefits | \$ | 121,200 |
|--------|-----------------|----|---------|

DIRECT OPERATING

|        |                        |    |               |
|--------|------------------------|----|---------------|
| 729.00 | Copy Charges           | \$ | 700           |
| 730.00 | Office Supplies        |    | 600           |
| 808.07 | Evaluation             |    | 500           |
| 850.00 | Communications Expense |    | 1,700         |
| 860.00 | Travel                 |    | 7,000         |
| 956.00 | Employee Training      |    | 300           |
| 970.75 | Circuit Court Software |    | <u>6,100</u>  |
|        |                        | \$ | <u>16,900</u> |

|                                     |  |    |                       |
|-------------------------------------|--|----|-----------------------|
| <b>Total Estimated Expenditures</b> |  | \$ | <b><u>470,100</u></b> |
|-------------------------------------|--|----|-----------------------|

### Authorized Positions

| <u>Position Title</u>         | <u>Pay Grade</u> | <u>FTE</u> |
|-------------------------------|------------------|------------|
| Supervisor Coll/Reimb         | M2               | .25        |
| Senior Account Specialist     | T8               | .25        |
| Court Services Specialist     | T8               | 1.0        |
| Juvenile Probation Officer II | J12              | <u>5.0</u> |

|                                   |  |                   |
|-----------------------------------|--|-------------------|
| <b>Total Authorized Positions</b> |  | <b><u>6.5</u></b> |
|-----------------------------------|--|-------------------|

## Foster Home

### Schedules of Estimated Expenditures

292-665

#### DIRECT OPERATING

|        |                                     |    |               |                            |
|--------|-------------------------------------|----|---------------|----------------------------|
| 743.00 | Clothing & Bedding                  | \$ | 4,000         |                            |
| 743.01 | Clothing Other                      |    | 9,000         |                            |
| 801.02 | Services, Health                    |    | 1,000         |                            |
| 801.03 | Services, Mental                    |    | 200           |                            |
| 844.01 | Foster Care-Private                 |    | 590,000       |                            |
| 844.02 | Foster Care                         |    | 25,000        |                            |
| 844.04 | Foster Care Intensive               |    | 22,000        |                            |
| 844.05 | Training Foster Parents             |    | 1,000         |                            |
| 844.07 | Foster Care Agency                  |    | 75,000        |                            |
| 844.08 | State Ward Charge Back              |    | 625,000       |                            |
| 844.09 | FC Recruitment & Retention          |    | 2,000         |                            |
| 957.05 | Miscellaneous Non-reimbursable      |    | 2,000         |                            |
| 957.22 | Non-Scheduled - Private             |    | 1,000         |                            |
| 957.24 | Personal Allowance – Homes          |    | 1,700         |                            |
| 957.28 | Incidental Expense                  |    | 4,000         |                            |
| 999.19 | Transfer to #293 Child Care FIA     |    | <u>10,000</u> | \$ <u>1,372,900</u>        |
|        | <b>Total Estimated Expenditures</b> |    |               | \$ <b><u>1,372,900</u></b> |

## Intensive Learning

### Schedules of Estimated Expenditures

292-667

#### SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 25,700 |
|--------|-----------------|----|--------|

#### FRINGE BENEFITS

|        |                 |    |       |
|--------|-----------------|----|-------|
| 710.00 | Fringe Benefits | \$ | 9,400 |
|--------|-----------------|----|-------|

#### DIRECT OPERATING

|        |                         |    |                |
|--------|-------------------------|----|----------------|
| 969.14 | Appropriation to K/RESA | \$ | <u>190,000</u> |
|--------|-------------------------|----|----------------|

|                                     |  |  |                          |
|-------------------------------------|--|--|--------------------------|
| <b>Total Estimated Expenditures</b> |  |  | <b>\$ <u>225,100</u></b> |
|-------------------------------------|--|--|--------------------------|

### Authorized Positions

| <u>Position Title</u> | <u>Pay Grade</u> | <u>FTE</u> |
|-----------------------|------------------|------------|
|-----------------------|------------------|------------|

|      |     |            |
|------|-----|------------|
| Cook | A11 | <u>1.0</u> |
|------|-----|------------|

|                                   |  |                   |
|-----------------------------------|--|-------------------|
| <b>Total Authorized Positions</b> |  | <b><u>1.0</u></b> |
|-----------------------------------|--|-------------------|

## Day Treatment Program

### Schedules of Estimated Expenditures

292-668

#### SALARIES

704.00 Salaries \$ 433,600

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 158,300

#### DIRECT OPERATING

|        |                                 |    |              |                   |
|--------|---------------------------------|----|--------------|-------------------|
| 728.00 | Postage                         | \$ | 100          |                   |
| 729.00 | Copy Charges                    |    | 500          |                   |
| 730.00 | Office Supplies                 |    | 1,500        |                   |
| 732.01 | Periodicals & Books             |    | 200          |                   |
| 739.00 | Recreation                      |    | 3,000        |                   |
| 740.00 | Provisions                      |    | 47,000       |                   |
| 745.00 | Gas & Oil                       |    | 500          |                   |
| 808.00 | Contractual Services            |    | 5,000        |                   |
| 832.00 | Vocational Supplies & Training  |    | 500          |                   |
| 842.00 | Literacy Development            |    | 200          |                   |
| 843.00 | School Supplies                 |    | 200          |                   |
| 849.00 | Internal Communications Expense |    | 9,200        |                   |
| 850.00 | Communications Expense          |    | 1,900        |                   |
| 852.90 | Electric                        |    | 7,000        |                   |
| 852.91 | Natural Gas                     |    | 10,000       |                   |
| 852.92 | Water                           |    | 500          |                   |
| 860.00 | Travel                          |    | 5,000        |                   |
| 930.01 | Building Maintenance            |    | 4,000        |                   |
| 931.02 | Vehicle Maintenance             |    | 300          |                   |
| 956.00 | Employee Training               |    | 500          |                   |
| 956.07 | Leadership Training             |    | 1,500        |                   |
| 957.05 | Miscellaneous Non-Reimbursement |    | 500          |                   |
| 957.39 | Family Rehabilitation Programs  |    | 1,500        |                   |
| 970.75 | Circuit Court Software          |    | <u>7,500</u> | \$ <u>108,100</u> |

**Total Estimated Expenditures \$ 700,000**

## Day Treatment Program (continued)

### Authorized Positions

| <u>Position Title</u>              | <u>Pay Grade</u> | <u>FTE</u>               |
|------------------------------------|------------------|--------------------------|
| Day Treatment Supervisor           | M5               | 1.0                      |
| Family Interventionist Mediator II | J12              | 4.0                      |
| Group Leader II                    | J12              | 1.0                      |
| Substance Abuse Interventionist    | J12              | 1.0                      |
| Community Tracker/Crisis Counselor | J06              | <u>1.0</u>               |
| <b>Total Authorized Positions</b>  |                  | <b><u><u>8.0</u></u></b> |

## Juvenile Drug Court

### Schedules of Estimated Expenditures

292-669

SALARIES

|        |                 |    |         |
|--------|-----------------|----|---------|
| 704.00 | Salaries, Other | \$ | 159,400 |
|--------|-----------------|----|---------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 58,200 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                        |    |               |
|--------|------------------------|----|---------------|
| 729.00 | Copy Charges           | \$ | 200           |
| 730.00 | Office Supplies        |    | 200           |
| 801.08 | Urine Screening        |    | 4,000         |
| 808.00 | Contractual Service    |    | 70,000        |
| 808.07 | Evaluation             |    | 14,300        |
| 850.00 | Communications Expense |    | 500           |
| 860.00 | Travel                 |    | 2,500         |
| 860.04 | Bus Tokens             |    | 100           |
| 865.00 | Incentives             |    | 1,500         |
| 956.00 | Employee Training      |    | 1,500         |
| 970.75 | Circuit Court Software |    | <u>2,500</u>  |
|        |                        | \$ | <u>97,300</u> |

|                                     |    |                       |
|-------------------------------------|----|-----------------------|
| <b>Total Estimated Expenditures</b> | \$ | <b><u>314,900</u></b> |
|-------------------------------------|----|-----------------------|

### Authorized Positions

| <u>Position Title</u>                | <u>Pay Grade</u> | <u>FTE</u>           |
|--------------------------------------|------------------|----------------------|
| Administrator of Family Services     | M6               | .1625                |
| Field Services/Drug Court Supervisor | M5               | .50                  |
| Family Intervention Mediator II      | J12              | <u>2.0</u>           |
| <b>Total Authorized Positions</b>    |                  | <b><u>2.6625</u></b> |

**Restitution/Community Service**  
**Schedules of Estimated Expenditures**

292-671

SALARIES

|        |                 |    |        |
|--------|-----------------|----|--------|
| 704.00 | Salaries, Other | \$ | 94,400 |
|--------|-----------------|----|--------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 34,500 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                        |    |       |                 |
|--------|------------------------|----|-------|-----------------|
| 729.00 | Copy Charges           | \$ | 100   |                 |
| 860.00 | Travel                 |    | 500   |                 |
| 956.00 | Employee Training      |    | 200   |                 |
| 957.30 | Special Youth Programs |    | 400   |                 |
| 970.75 | Circuit Court Software |    | 1,800 | \$ <u>3,000</u> |

|                                     |           |                       |
|-------------------------------------|-----------|-----------------------|
| <b>Total Estimated Expenditures</b> | <b>\$</b> | <b><u>131,900</u></b> |
|-------------------------------------|-----------|-----------------------|

**Authorized Positions**

| <u>Position Title</u>            | <u>Pay Grade</u> | <u>FTE</u> |
|----------------------------------|------------------|------------|
| Administrator of Family Services | M6               | .1625      |
| Supervisor-Intake                | M5               | .25        |
| Supervisor Coll/Reimb            | M2               | .25        |
| Senior Account Specialist        | T8               | .25        |
| Juvenile Probation Officer II    | J12              | 1.0        |

|                                   |                      |
|-----------------------------------|----------------------|
| <b>Total Authorized Positions</b> | <b><u>1.9125</u></b> |
|-----------------------------------|----------------------|

**Intake Assessment & Evaluation**  
**Schedules of Estimated Expenditures**

292-672

SALARIES

|        |                 |    |         |
|--------|-----------------|----|---------|
| 704.00 | Salaries, Other | \$ | 229,500 |
|--------|-----------------|----|---------|

FRINGE BENEFITS

|        |                 |    |        |
|--------|-----------------|----|--------|
| 710.00 | Fringe Benefits | \$ | 83,800 |
|--------|-----------------|----|--------|

DIRECT OPERATING

|        |                          |    |              |                  |
|--------|--------------------------|----|--------------|------------------|
| 729.00 | Copy Charges             | \$ | 1,000        |                  |
| 730.00 | Office Supplies          |    | 100          |                  |
| 808.96 | Sex Offender Assessments |    | 3,500        |                  |
| 850.00 | Communications Expense   |    | 300          |                  |
| 860.00 | Travel                   |    | 3,000        |                  |
| 956.00 | Employee Training        |    | 200          |                  |
| 957.30 | Special Youth Programs   |    | 300          |                  |
| 970.75 | Circuit Court Software   |    | <u>4,000</u> | \$ <u>12,400</u> |

|                                     |    |                       |
|-------------------------------------|----|-----------------------|
| <b>Total Estimated Expenditures</b> | \$ | <b><u>325,700</u></b> |
|-------------------------------------|----|-----------------------|

**Authorized Positions**

| <u>Position Title</u>         | <u>Pay Grade</u> | <u>FTE</u> |
|-------------------------------|------------------|------------|
| Supervisor-Intake             | M5               | .25        |
| Juvenile Probation Officer II | J12              | <u>4.0</u> |

|                                   |                    |
|-----------------------------------|--------------------|
| <b>Total Authorized Positions</b> | <b><u>4.25</u></b> |
|-----------------------------------|--------------------|

# CASA

## Schedules of Estimated Expenditures

292-673

### SALARIES

|        |                 |  |    |        |
|--------|-----------------|--|----|--------|
| 704.00 | Salaries, Other |  | \$ | 39,200 |
|--------|-----------------|--|----|--------|

### FRINGE BENEFITS

|        |                 |  |    |        |
|--------|-----------------|--|----|--------|
| 710.00 | Fringe Benefits |  | \$ | 14,300 |
|--------|-----------------|--|----|--------|

### DIRECT OPERATING

|        |                        |    |            |                 |
|--------|------------------------|----|------------|-----------------|
| 729.00 | Copy Charges           | \$ | 500        |                 |
| 730.00 | Office Supplies        |    | 400        |                 |
| 808.00 | Contractual Services   |    | 2,000      |                 |
| 860.00 | Travel                 |    | 500        |                 |
| 890.00 | Volunteer Services     |    | 500        |                 |
| 956.00 | Employee Training      |    | 2,000      |                 |
| 970.75 | Circuit Court Software |    | <u>900</u> | \$ <u>6,800</u> |

|                                     |  |  |  |                         |
|-------------------------------------|--|--|--|-------------------------|
| <b>Total Estimated Expenditures</b> |  |  |  | \$ <b><u>60,300</u></b> |
|-------------------------------------|--|--|--|-------------------------|

### Authorized Positions

| <u>Position Title</u>         | <u>Pay Grade</u> | <u>FTE</u> |
|-------------------------------|------------------|------------|
| Juvenile Probation Officer II | J12              | <u>1.0</u> |

|                                   |  |                   |
|-----------------------------------|--|-------------------|
| <b>Total Authorized Positions</b> |  | <b><u>1.0</u></b> |
|-----------------------------------|--|-------------------|

**C-Waivers In Home Care**  
**Schedules of Estimated Expenditures**

292-674

DIRECT OPERATING

|        |                     |                  |
|--------|---------------------|------------------|
| 808.00 | Contractual Service | \$ <u>40,000</u> |
|--------|---------------------|------------------|

|                                     |  |                         |
|-------------------------------------|--|-------------------------|
| <b>Total Estimated Expenditures</b> |  | <b>\$ <u>40,000</u></b> |
|-------------------------------------|--|-------------------------|

|                                      |  |                            |
|--------------------------------------|--|----------------------------|
| <b>Total Child Care Expenditures</b> |  | <b>\$ <u>7,175,000</u></b> |
|--------------------------------------|--|----------------------------|